

ENG 238

# TECHNICAL WRITING FOR YOUR READERS

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**#1 Skill**

**Employers Say  
They Want?**

**WRITING**

**Who is your  
writing for?**

**AUDIENCE**

**What will your  
audience care  
about?**

**SENTENCES**

**WHAT IS A  
SENTENCE?**



**A sentence is a series of  
logical relationships that  
orders the world**

*a series*

multiple things

one after another

set of expectations

*of logical relationships*

not words, but connections

make sense

self-reinforcing

*that orders the world*

form to the formless

think and see

creates new ideas

# *Sentences*

indicate action

things do things to other things

a doer does what's done

# *Grammar*

the rules of language

seem arbitrary

but revelatory

# *Syntax*

the rules in practice

ordering of the sentence

bad order = disordered world

# *THE RULES*

Avoid Sentence Fragments

Use adjectives clearly

Avoid Comma Splices

Maintain subject-verb agreement

Avoid run-on sentences

Avoid ambiguous pronoun references

Use tenses correctly

Compare items clearly

Maintain pronoun-antecedent agreement



# THE RULES

Use tenses correctly  
Avoid ambiguous Spelling  
Avoid comma Spelling  
Use pronouns clearly  
Avoid run-on sentences  
Avoid sentences clearly  
Avoid run-on sentences  
Avoid comma Spelling  
Avoid ambiguous Spelling  
Avoid run-on sentences  
Avoid comma Spelling  
Avoid ambiguous Spelling  
Avoid run-on sentences  
Avoid comma Spelling  
Avoid ambiguous Spelling

*THE*

*RULES* don't think of them as *rules*

think of them as **reasons**

Not what, but why?

# CONSIDER

## Avoid Sentence Fragments

“a sentence fragment is an incomplete sentence. A sentence fragment occurs when a sentence is missing either a verb or an independent clause. To correct a sentence fragment, use one of the following two strategies”

# CONSIDER

Avoid Sentence Fragments

*The pressure loss caused by a worn gasket*

**WHY IS THIS A FRAGMENT?**

# CONSIDER

## Avoid Sentence Fragments

The *pressure loss caused* by a worn gasket

The *pressure loss* was caused by a worn gasket

A worn gasket caused the pressure loss.

A worn **gasket** caused the pressure loss.

**We** identified the pressure loss caused by a worn gasket.

# CONSIDER

## Avoid Sentence Fragments

The article was rejected for publication. Because the data could not be verified.

The article was rejected for publication. The data could not be verified.

The article was rejected for publication because the data could not be verified.

Because the data could not be verified, the article...

*REMEMBE*

*R*

GRAMMAR MAY SEEM

EXTRANEIOUS

*REMEMBE*

*R*

IT ISN'T



*REMEMBE*

*R*

IT CAN DETERMINE  
YOUR LIVLIHOOD