

## Technical Description Checklist

This type of technical communication involves describing the appearance or operation of a product, process, or mechanism. The following checklist will help you assess how well you've written a technical description.

- Is the description written appropriately for the intended audience?
- For technical object or mechanism descriptions, have you used a deductive order that includes the following elements?
  - A definition of the object, its purpose, and its importance.
  - An overview of the object's appearance (including size), major components, and relationship of the components to one another.
  - A detailed description of each part of the object or mechanism, using specific terms and measurements.
  - A drawing, diagram, or photograph.
- For technical process descriptions, have you used a deductive order that includes the following elements?
  - An explanation of the process and its importance.
  - An overview of the steps involved.
  - A detailed, logical, step-by-step description of the process.
  - A process or flow diagram.
- Have you asked representatives of the intended audience to review the technical object, mechanism, or procedure description for logical organization and usability?