

Worksheet for Revising Technical Descriptions

The questions listed below should help you revise your or someone else's technical description. Usually, the secret to revising technical descriptions is using fewer words to say more. In other words, try to increase the amount of detail while making the concepts plainer to your readers.

Is the subject of the technical description clear to readers? In other words, is the item, place, or process being described clearly defined?

Does the introduction of the description offer an overall view of the subject?

Should more background information on the subject be offered in the introduction?

Can you clearly identify the "partitioning strategy" used in the description (features, functions, stages in a process)?

Are each of the partitions handled in sufficient depth? Would more detail be helpful to clarify the parts of the subject?

Does the description use the senses to add detail? Could you or the author use senses other than sight (smell, touch, taste, hearing) to enhance the description?

Does the technical description use similes, analogies, and metaphors to help readers visualize difficult concepts?

Is the style of the description appropriate? Does the document use plain style? Are the words simple and sentences short.

Is the design of the technical description appropriate? Could you or the author better design this document for its intended readers or context of use?

Are the graphics appropriate? Should this technical description include more graphics to help readers visualize the subject?

Has the technical description been properly edited and proofread? Accuracy is especially important in technical descriptions, so note any errors.