



Checklist: How Tech-Savvy Is Your Reader?

Technical writers should use this checklist before writing to help keep non-technical readers' needs in mind.

- _____ 1. **Knowledge.** Rate the reader's technical knowledge on a scale of 1 to 10. (Technical staff rate a 9 or a 10.) How or why did you give the reader this rating?

- _____ 2. **Terminology.** List the technical terms, acronyms, or jargon you will use in writing to this reader:

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Will the reader understand those terms? If not, how will you define these terms or connect the reader to other sources of information for definitions?

What Technical Staff Call It

What the Reader Calls It

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Can you use the reader's terminology and remain accurate?

- _____ 3. **Questions.** What questions will the reader have while reading your technical document? List those questions below.

Have you answered readers' questions in language a non-technical reader can understand?