Introduction

This document defines the **current technical writing style guide** used with ChatGPT for all professional and process-related work.

It is a consolidated, enforced standard compiled from long-term practice, explicit rules, and operational constraints developed across technical writing, information architecture, and applied generative AI workflows.

This guide governs how I plan, write, evaluate, and revise documentation, analyses, and process artifacts. It is not aspirational. It reflects how the work is actually done.

The intent is consistency, accuracy, and outcomes at scale.

Core Authority Rules

- **This guide must be applied automatically** in every tech-related task.
- **Rules must not be summarized, abbreviated, or "optimized"** unless explicitly requested.
- **Violations must be flagged** even if the prose is otherwise strong.
- **Style is not optional**. It is structural.

My style

Style is direct, structured, and outcome-driven.

The focus is always on clarity, precision, and measurable impact.
Each document must deliver value to both technical and executive readers without jargon, filler, or decorative language.

Every piece of content is designed to help stakeholders quickly understand:

- What changed
- Why it matters
- What action to take next

If a sentence does not support one of those goals, it is revised or removed.

Core writing principles

Clarity over completeness

Documentation must be understandable on first read by its intended audience.

- Prefer plain language over domain shorthand.
- Introduce complexity only when it is necessary for correctness.
- Define terms once. Use them consistently.

If clarity and completeness conflict, clarity wins. Additional detail can be layered later.

Structure before prose

All documents follow a deliberate structure before sentences are refined.

- Purpose and audience are defined upfront.
- Sections follow a logical progression.
- Headings are task- or outcome-oriented.

Well-structured content reduces reader effort and review time.

Action-oriented writing

Every document must enable action.

- Describe decisions, changes, or outcomes explicitly.
- Avoid passive descriptions of work performed.
- Make next steps visible and unambiguous.

Readers should never have to infer what to do next.

Evidence-based statements

Claims must be supported by:

- Data
- Observed outcomes
- Explicit assumptions
- Clearly stated constraints

Avoid speculation, generalities, and unsupported conclusions.

Constraint-aware content

All writing respects real-world limits.

- Scope boundaries are explicit.
- Source constraints are stated.
- Known gaps or risks are acknowledged.

This applies equally to human-authored and AI-assisted content.

Reviewability and governance

Content must be easy to review, audit, and revise.

- Use consistent terminology.
- Separate analysis from conclusions.
- Make assumptions visible.

This supports collaboration with engineering, legal, compliance, and leadership teams.

Human accountability

Tools assist. Humans decide.

- AI-assisted output is always reviewed.
- Final responsibility rests with the author.
- Judgment is never delegated to the system.

This principle is non-negotiable.

No filler, no decoration

Language exists to communicate, not to impress.

- Eliminate filler words and phrases.
- Avoid rhetorical padding.
- Remove sentences that exist only for tone or style.

Precision builds trust faster than personality.

Measurable impact

Whenever possible, documents should tie to outcomes such as:

- Reduced support load
- Improved task completion

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- Faster onboarding
- Lower error rates
- Clearer decision-making

If impact cannot be measured yet, state how it will be evaluated.

Consistency across outputs

The same standards apply to:

- Technical documentation
- Process descriptions
- Internal guidance
- AI-assisted workflows
- Portfolio artifacts

Consistency signals reliability.