

## Tips for Writing Technical Evaluation Documentation

### Use Qualitative and Quantitative Words

- Complete
- Lacking
- Deficient
- Thorough
- Inadequate
- Flawed
- Adequate
- Unacceptable
- Acceptable
- Scarce
- Incomplete
- Solid
- Insufficient
- Sufficient

### Avoid Emotional Words and Phrases

- Good
- Bad
- Wonderful
- Terrible
- Waste of time
- Stinks

### Include BOTH requirement & proposal reference

### Write so your Message is Clear

- Use complete sentences and paragraphs
- Use plain English, keep sentences simple and clear especially when describing complex situations
- Avoid technical jargon and acronyms, if acronyms must be used, be sure to spell them out and explain technical jargon
- Write in active voice, avoid passive voice
  - i.e., "...the offeror's modem is proposed to be modified and used in both..." should be "...the offeror proposes to modify the modem and use in both..."