Essentials outline Ch 9

Proposals and progress updates

* Both are persuasive documents.
* Proposals
  + Summary is the most important part
  + Outline:
    - Summary
    - Description (technical proposal)
      * Introduction
      * Rationale and significance
      * Plan of the work
        + Scope
        + Methods
        + Task Breakdown
        + Problem Analysis
      * Facilities and equipment
    - Personnel (management proposal)
    - Budget (cost proposal)
    - Conclusion
    - Appendices
* Progress reports

Visual and statistical thinking

* Placing the data in an appropriate context for assessing cause and effect.
* Make quantitative comparisons
* Considering alternative explanations and contrary cases.
* Assessment of possible errors in the numbers reported in graphics.

Ethical writing

* People you have ethical obligations to:
  + Yourself
  + Your discipline and profession
  + You academic institution
  + Employer
  + Colleagues
  + The public
* Know what is expected of you ethically (in a code of conduct).
* Plagiarism and IP theft is unethical, even if they are unintentional.
  + You can still plagiarize even if you cite the source.
* Not have clear, definitive data to back up arguments can lead to unethical writing if the author is trying to mislead the reader.
* Numerical manipulation falls into the same category.
* So does using unreliable information in an argument.