

ENG 1112

Technical writing

2013

Week 4

Summaries and paraphrases

Outline

- Announcements
- Types of engineering documents
- Proposals
- APA basics
- Summaries and paraphrases
- Sentence style

Types of engineering documents

- Technical communication refers to the activity of preparing and publishing specialized information in a way that allows for non-specialists to understand and use this information to accomplish some tasks.
- **Common engineering documents**
 - Inspection or trip reports
 - Laboratory and field reports
 - Specifications
 - Progress reports
 - Instructions
 - Recommendation reports
 - * Evaluation report
 - * Feasibility report
 - Proposal
 - Research papers

Week 5

Proposals and memos

- Assignment 2
- Proposals: Format and Structure
- Memos
- Headings and Lists
- APA Reference Lists
- Sentence style

Common sections in proposals

- Introduction
- Background
- Actual proposal statement
- Description of the work product
- Benefits and feasibility of the project
- Method or approach
- Qualifications and references
- Schedule
- Costs
- Conclusion

Introduction

- Plan the **introduction** to your proposal carefully
- Make sure it does all of the following things that apply to your particular **proposal** (not necessarily in this order):

Background