

I. GENERAL PURPOSE/AUDIENCE

Engineers use the language of mathematics, the methods of science, and the experiences of society. They design tools, machines, processes, or systems to solve problems and accomplish tasks efficiently. Writing is often collaborative, and writers create reports and recommendations based on research and design ideas, devise technical reports, and provide real solutions to real problems. The field of engineering includes industrial, mechanical, chemical, electrical, civil, geological, environmental, aerospace, and computer engineers. Audiences include other engineers, policy experts, school administrators, government leaders, corporate clients, and the general public. Research and design occurs in universities, non-profit research institutions, private industry, and government.

II. TYPES OF WRITING

- Project Notebooks
- Technical Reports
- Lab reports
- Proposals
- Progress Reports
- Articles for publication
- Presentations

III. TYPES OF EVIDENCE

- Data from studies and surveys
- Observations and measurements from models and computer simulations.
- Data from other published reports
- Quantitative (countable) and qualitative (observable) data

IV. WRITING CONVENTIONS

- Use specialized vocabulary and technical detail.
- Use standard sections with headings and subheadings in reports and proposals.
- Provide visuals like diagrams, charts, tables, graphs, and illustrations.
- Use past tense for lab reports; future tense for proposals; present and past in progress reports.
- Use 3rd person and active voice (avoid passive voice).
- Minimize use of acronyms; use only the most often cited.
- Writing must be clear, concise, and logically ordered.

V. CITATION STYLE

- APA (American Psychological Association)