

# COMMUNICATING IN WRITTEN FORM

## Introduction

"The reason that some people become Engineers is because they are verbally inept, emotionally cool, and prefer to think spatially, rather than in words or feelings".

Ask yourself - How do you feel about writing ?

- a turn off ?
- a chore ?
- a challenge ?

**HOW** you communicate is as  
important as  
**WHAT** you communicate!

(and that is true whether the communication is written, verbal, or graphic )

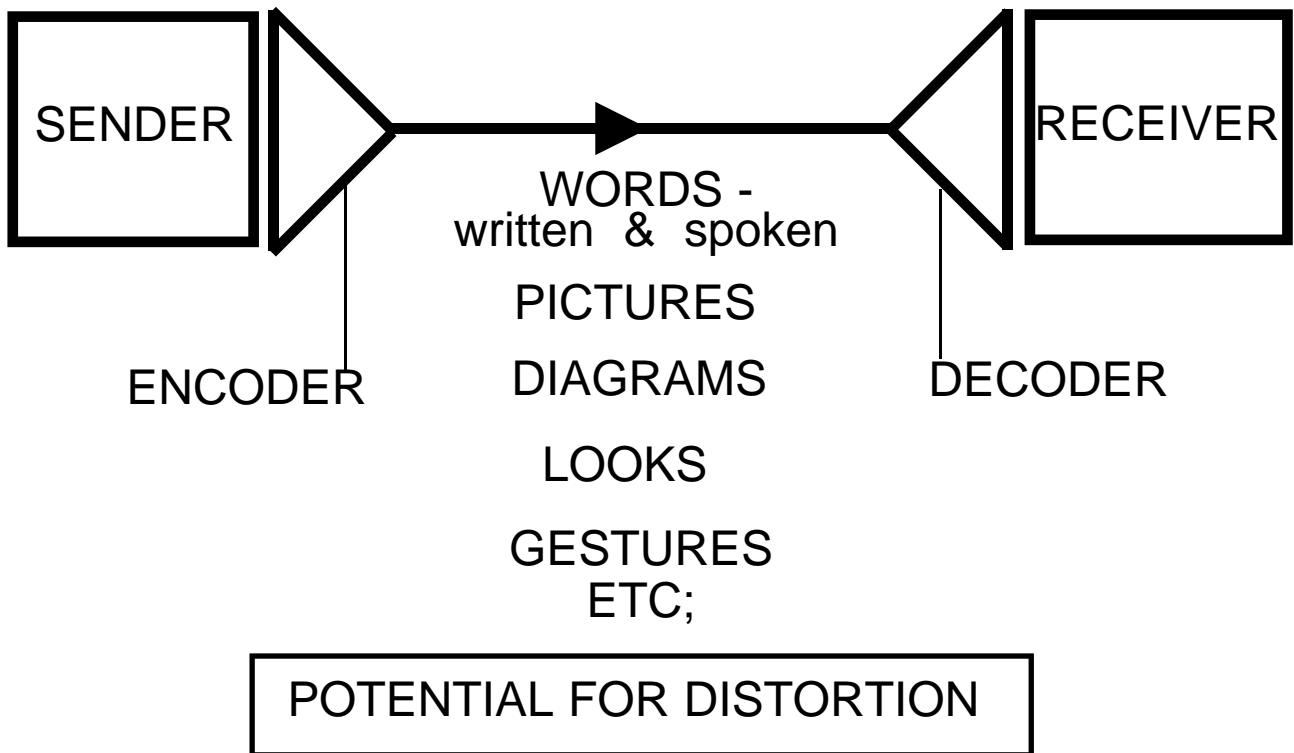
The AIM of this session is to try and raise your critical awareness of your own writing ( and that of others ) -

- we are often good at seeing the faults in other's work but not our own !

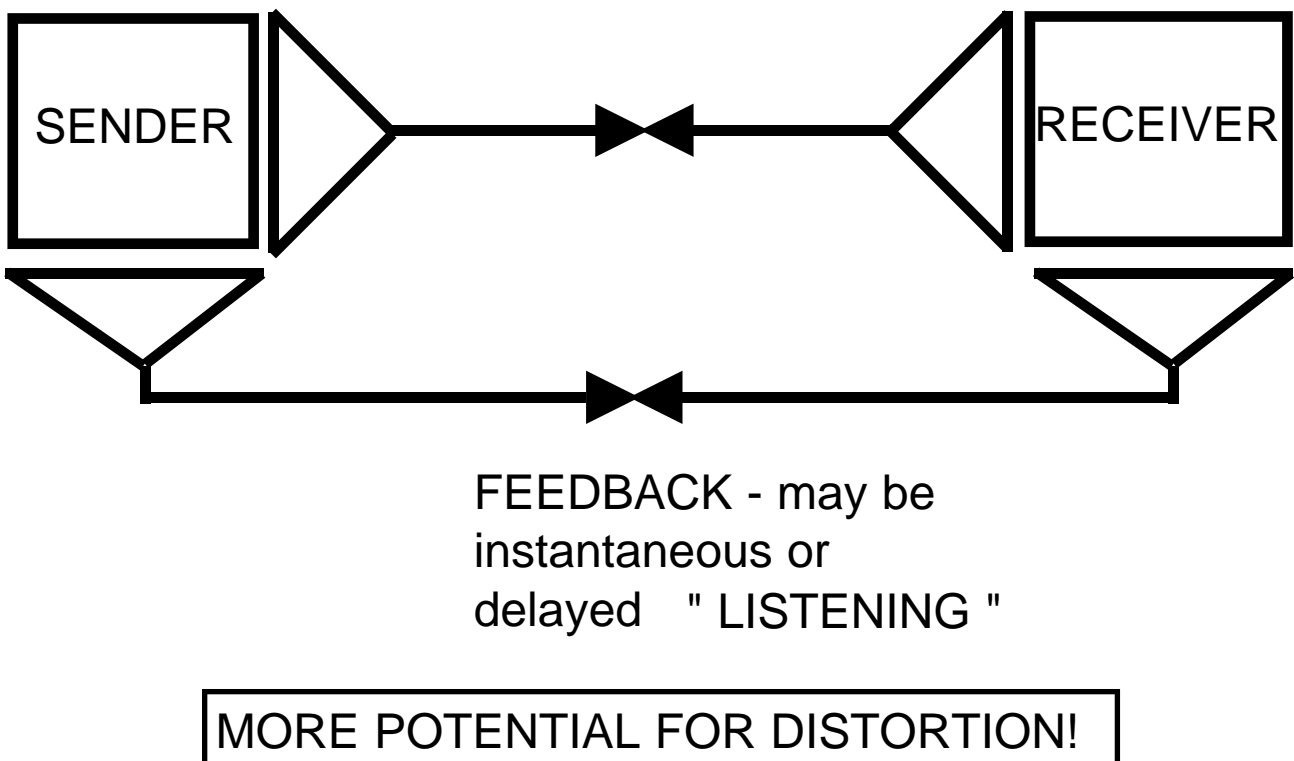
It will not pretend to teach you how to write correct English grammar and syntax - it's rather too late for that - but if it raises your awareness of the importance of 'getting it right' then it won't have been a waste of time.

# THE ESSENCE OF COMMUNICATION

## ONE WAY



## TWO WAY



BEFORE WRITING.

THINKING



WE THINK IN WORDS  
and PICTURES  
and FEELINGS



RANDOM NOTES OR  
JOTTINGS

WORDS  
PHRASES  
PICTURES

PLANNING

SETTING IN ORDER

- priority
- importance
- sequence

THINKING <-----> WRITING <-----> PLANNING

————— Help Each Other —————

Writing is a linear sequential process :-

letter by letter

word by word

sentence by sentence

paragraph by paragraph

chapter by chapter

book by book

shelf by shelf

library

Hence the need for  
PLANNING

&

THINKING

## HANDWRITING

Letters - a b c etc;

b d p q g u v 5 S

( Dyslexic ? )

distinguish upper and lower case clearly : s, p, c, v, z

Words - spelling :- is it right or wrong ?

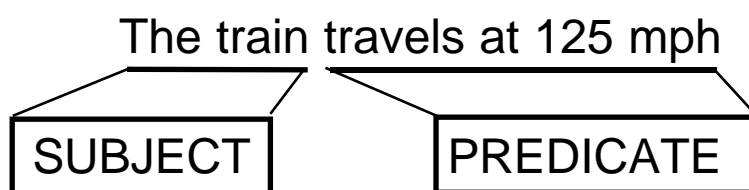
- if suspicious - use dictionary

- reading ® better spelling

## SENTENCES

Fowler - " a group of words expressing a complete thought  
--- with SUBJECT and PREDICATE --- "

what is said of the subject including a linking verb



Modern thinking defines a sentence as ' a statement of  
communication ' (Bailey & Morgan)

NOUN - naming word - eg: beaker , thermometer

VERB - doing word - eg: run , think

ADJECTIVE - describing word - eg: large , small , pink , bent

ADVERB - says " how " - slowly , quietly

PHRASE - a group of words without a verb -

" by the table "

" in the test tube "

CLAUSE - a group of words containing a verb -

" which caught her imagination"

" that came with the package "

PARAGRAPH - a set of sentence(s) about , or developing ,  
one topic

LEARN TO ANALYSE YOUR OWN SENTENCES

KEEPING SENTENCES SHORT  
OFTEN ENHANCES MEANING

## EXAMPLES

Underline the subject, verb and predicate in the following sentences:

The temperature of the water rose slowly for as long as heat was applied but fell rapidly when the heat source was removed.

In Engineering, an understanding of Newton's Law is essential if one is attempting to solve mechanical problems.

An Engineer who wishes to command respect and credibility also needs to be a good communicator otherwise he\she will not be listened to, which could lead to discouragement or disillusionment.

## USING PERSONAL PRONOUNS

	singular	plural
1st person -	I (me)	We (us)
2nd person -	You (French tu)	You (French vous)
3rd person * -	He, She, it (him, her)	They (them)

\* Used for report writing

## TENSE

Present - I make

Past - I made

These are in the ACTIVE VOICE

Future - I shall make ie: the subject is performing

Perfect - I have made the action

Imperfect - I was making

When the subject is suffering the action - PASSIVE VOICE

eg: A test was done on the liquid

The rig was built

ü  
ý  
þ

**Use the  
PASSIVE voice  
for reports**

as opposed to - I built the rig

- I tested the liquid

- You put the tube in the tyre

## WORDS COMMONLY MISUSED

**affect**

influence

**effect**

to bring about;  
the result of an action

**alternate**

this one then that one

**alternative**

a different choice

**dependant**

someone who relies on you

**dependent**

contingent upon

**ensure**

to make sure of

**insure**

to insure with an insurance co.

**it's**

short for "it is"

**its**

belonging to 'it'

**less**

used for quantities

**fewer**

used for numbers

**accept**

to receive something

**except**

to leave out  
prep. omitting

**loose**

shaking about

**lose**

having lost something

**principal**

the main thing

**principle**

a rule or law

**stationary**

stopped

**stationery**

what one writes on

**their**

belonging to them

**there**

pointing to something

## GOOD USAGE

Which is better:-?

different from	or	different to
similar to	or	similar from
contrast with	or	contrast to
correspond with	or	correspond to

**THINK**

**PLAN**

**WRITE**

# TYPES OF WRITTEN DOCUMENTS

LETTERS

REPORTS

PROFESSIONAL REPORTS  
(e.g. YOUR FINAL YEAR PROJECT)

CURRICULUM VITAE (CV)

# LETTERS

Letters are written for many purposes: e.g.

personal  
love  
letter of intent  
contractual  
business  
enquiry  
complaint  
acknowledgement  
Etc.

Letters are a form of communication which result in a permanent record of the communication. They therefore constitute 'hard' evidence and have legal status.

However, legally binding letters have to be of a certain form - hence solicitors!

date....

**YOUR ADDRESS**

Include post code.  
If to overseas include 'UK'

**Mr/Ms/Dr.....**  
**designation**  
(eg MD, Personnel Mgr etc)  
**address**

My ref. (optional)

Your ref.

dated..... (if replying)

Dear Emily, Fred, Mr ...../Sir/Madam

re: Subject of your letter

**Text of letter**

**Yours sincerely/faithfully**

**Your signature**

**Your name** (in block capitals or typed)  
**& designation**

cc. to : list of names

encl. .... if there are any enclosures

# REPORTS

INFORMAL

FORMAL

Cover sheet

Follow directions on lab sheet handout.

Usually present your results, together with observations, answers to questions and/or a brief discussion and conclusion.

Follow the format over-leaf

Reminders:-

Don't forget to put YOUR name and the name of the relevant LECTURER on your report.

Submit separate reports for each assignment, (even if to the same lecturer at the same time).

Don't submit your report in a plastic pocket - bind it properly as a document.

Keep your assessed reports securely.

# FORMAL REPORTS

## COVER PAGE:

Your name;

Subject:

Lab., and date of experiment;

Degree and year;

Lecturer;

Due date

## AIM:

What you set out to achieve or demonstrate

## METHOD:

The procedure and techniques used to achieve the aim

## EQUIPMENT:

Description of the hardware used. (diagrams/photos)

## RESULTS:

Use tables, graphs, illustrations, etc.,

## DISCUSSION:

Validity of results; accuracy and precision of measurements; factors affecting results; any other circumstances affecting results etc.

## CONCLUSIONS :

From the above it is concluded that:-

1. etc (brief summative statements)
- 2.

# PROFESSIONAL REPORTS

The purpose of your project is to give you the opportunity to **apply** your skills to the solution of a 'realistic' engineering problem. There may not be a unique solution, and you will have to seek some of your own data and make your own assumptions.

TYPICAL FORMAT (formal guidelines will be issued ):-

FRONT COVER :- Your name , degree and year.

Project title      date                      Supervisor

ABSTRACT: A very brief summary giving aim and outcome.

ACKNOWLEDGEMENTS.

INTRODUCTION:-Brief background to the exercise - summarise.

AIM :- Brief outline of the task and its expected outcome.

METHOD, CALCULATIONS, DESIGN :-

State any assumptions clearly

Quote references

Reproduce data; graphs; tables etc clearly

Include reference to drawings or software used

Use sub-headings.

DISCUSSION : concise

CONCLUSIONS : numbered

REFERENCES and BIBLIOGRAPHY

APPENDICES

## **CURRICULUM VITAE (CV)**

[ Roughly translated ; vital statistics! ]

A CV paints a picture of **you**.  
Especially your academic and professional experience.

It needs to be up-dated regularly (keep on WP file)

It **MUST** be presented clearly and neatly

It should be enclosed with job applications, enquiries or whenever your credentials are required.

## Curriculum Vitae - Front page summary

# Mary Jane Kermit

Date of birth : 29th October 1970

Sex: F

Nationality: British

Marital status: Single

Home address: 3 Paddington Green, Little Fawley, Hants., BR3 9TY  
Tel: [0345] 786 543

Business address: General Tools Ltd, 34 Toolbox Street, St Labans,  
Beds. MK4 8RQ Tel : [0234] 540 612 ext 211  
Fax: [0234] 540 600

Present position:- Production Controller, Small Power Tools Div.

### Education & Qualifications:

1985-92 : Little Fawley Junior School

1993 - 99 : John Grant Comprehensive School -  
9 GCSE's; 3 A-levels in Physics (B); Maths (C); General  
Studies (A)

1999 - 2003 : University of Plymouth ; BSc Degree 2 (i)  
in Mechanical Design and Manufacture

### Professional Qualifications:

2004 - Graduate Member of Institution of Incorporated Engineers

### Employment record:

1990 - Sales assistant; J Sainsbury Ltd.(12 weeks)

1993 : Trainee with Bloggs and Partners,  
Engineering Consultants

### Other affiliations/interests:

Member of Dunstable Downs Gliding club

Chairman of local Chess Club

Member of St Patrick's Church Choir

## EDUCATION:

Give brief details about schooling, and more detailed information about recent education.

## EMPLOYMENT HISTORY:

Give exact dates. Give a brief precis of the type of work and experience you achieved, and objectives reached. Include promotions etc.

## CONTINUING PROFESSIONAL DEVELOPMENT

Give details of specialised training courses, seminars, conferences attended. etc.

## FURTHER TRAINING & SKILLS

eg. IT skills; languages; driving license; etc

## PUBLICATIONS:

Include published reports or papers etc giving date and names of co-author's, and where published. Often a separate list is desirable.

## OTHER AFFILIATIONS & INTERESTS:

Give information to illustrate other talents or attributes

**YOUR CV:-**

**KEEP IT NEAT**

**KEEP IT UP-TO-DATE**

**KEEP IT TIDY**

**YOUR CV WILL OFTEN BE THE FIRST  
IMPRESSION A POTENTIAL EMPLOYER  
HAS OF YOU!**

**FIRST IMPRESSIONS COUNT**

**YOU NEVER GET A SECOND  
CHANCE TO MAKE A FIRST  
IMPRESSION !**

**..... AN INTERVIEW MAY FOLLOW..**