

## GUIDELINES FOR STYLE & MECHANICS IN ENGINEERING WRITING

### (1) **Format** follows expected layout

- Signals what kind of paper
- Convinces reader that the approach is professional

### (2) **Focus** on topic is featured

- Title informs exactly what **concepts** the paper covers
- Sections begin with statement identifying what **aspect** is covered in the section
- Every paragraph announces at the beginning what is being reported/discussed
- Sentences focus content by placing the concept name/descriptor in the subject spot (creating **Core Subject**)

### (3) **Logical organization in text**

- Variations on reports using Scientific Method (IMRD)
- Always includes Introduction/Background/Analysis & Conclusions (R & D)
- Uses headings (followed by identifier sentence) to move from Section to Section
- Uses identifier sentences to move from Paragraph to Paragraph (skip transitions)

### (4) **Orderly development** within Paragraphs (coherence)

- Each begins with a statement about the position of the point or aspect covered
- Next one *or* two can define, describe the term/object/process/situation/concept
- Data & interpretation about the one concept/aspect follow until point completed
- Parts of the Paragraph are connected to each other by using the following arrangement:

S (topic)-V (action/connection)-Predicate (information) ⇔ S-V- P  
⇔ S-V-P ⇔ S-V-P⇔S-V-P⇔S-V-P⇔ S-V-P ⇔ S-V-P⇔S-V-P⇔S-V-P  
⇔ S-V-P ⇔ S-V-P⇔S-V-P⇔S-V-P.

### (5) **Concise** Sentences that stay focused on specific topic or part of topic (cohesion)

- Feature concept and information (beginning with **Core Subject**, adding V+P)
- Worded to provide assertion & evidence
- Add factual elements—e.g., measures of size, amount, degree—instead of feeling or value
- Avoid excessive adjectives, prepositional phrases, transition words
- Ignore creation of “flow”

### (6) **Clarity** in Grammar & Punctuation

- Accurate: states what you mean to say
- Coherent: makes sense to someone looking at the document from the “outside” (even another team member)