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Put "6.111 student" in the subject line.

1. The Process for Satisfying The Communication Requirement
2. A Suggested Writing Process
3. Mechanics

The Mayfield Handbook of Technical & Scientific Writing

<http://web.mit.edu/wac/toolkit/mayfield.html>

The Writing Center

32-081

253-3090

<http://web.mit.edu/writing/>

1. The Process for Satisfying The Communication Requirement

First Submission

Revise

Second Submission

with First Submission attached

Writing Grade depends on

quality of first submission,

quality of revision process, and

quality of second submission.

My comments are not revised text.

are brief.

are representative.

Deadlines do matter.

2. A Suggested Writing Process

Graphics

Record and process your data.

Design your graphics.

Write full descriptive titles for all graphics.

Write captions for figures.

Label all parts of graphics.

Make graphics self-contained.
Describe the point of graphic in text.
Refer to each graphic by number.
Place graphic immediately after first text reference.
Give appropriate credit.

Write the body.

Module description

 Include a technical rationale.

Testing and debugging

 Include reasons for failure.

Overview

1. a clear, explicit statement of the problem
2. enough background for context
3. a justification for the effort
4. a summary of the approach
5. an advanced organizer

Write an informative abstract.

Write the title.

Write the title page and front matter.

Edit.

Focus on the project.

 Usually third person
 Active voice preferred

Use simple, past-tense narrative for things that were done.

Use present for things that happen in the present,
 things that continue to happen in the present,
 a state of being,
 accepted truths, and
 things that happen repeatedly.

Check grammar.

Check for language style.

Proofread.

Let it rest.

Proofread again.

3. Mechanics

2,500 words of original prose

10 pages not counting

front matter

back matter

graphics

equations

quotations

black ink on white paper

on only one side of the paper

one column

double spaced

12 point font

ragged right

no hand-drawn graphics

header with your last name and page number

binder clip

Some of The Important Points

Write an informative abstract.

Include 5 things in the overview.

Discuss the technical rationale for the design.

Discuss the trade-offs.

Explain failures.

Label your graphics completely.

Make your graphics self-contained.

Explain the point of each graphic in the text.

Give credit for anything you did not generate yourself.

Consult The Mayfield Handbook.

Follow MIT styles.

Use one column, double spaced, ragged right, 12 point font.