

# Writing the 6.111 Lab 2 Report

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# Topics

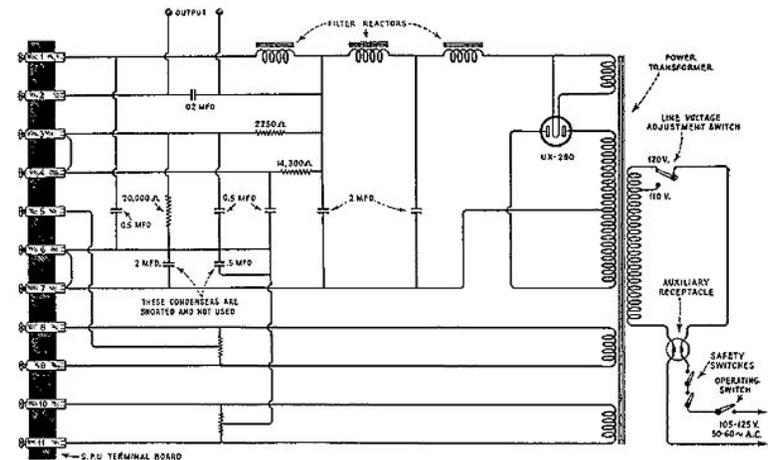
1. The Process for Satisfying The Communication Requirement
2. A Suggested Writing Process
3. Mechanics & Formatting
4. Resources

# Process for Satisfying The Communication Requirement

- **First Submission**
  - **comments are not revised text**
  - **are brief**
  - **are representative**
  
- **Revise**
  
- **Second Submission**
  - **with First Submission attached**
  
- **Writing Grade depends on**
  - **quality of first submission;**
  - **quality of revision process; and**
  - **quality of second submission.**
  
- **Deadlines do matter.**

# A Suggested Writing Process: Graphics

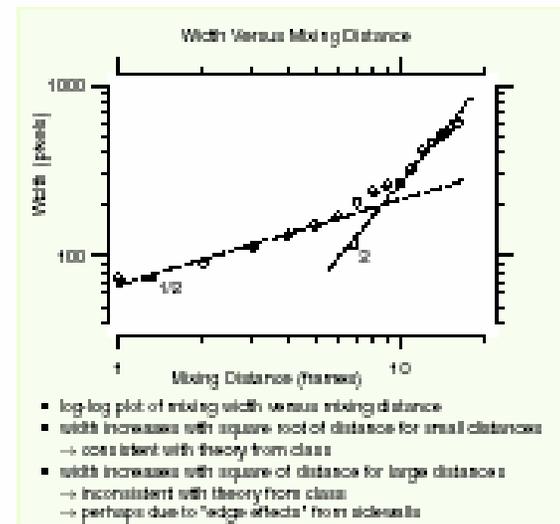
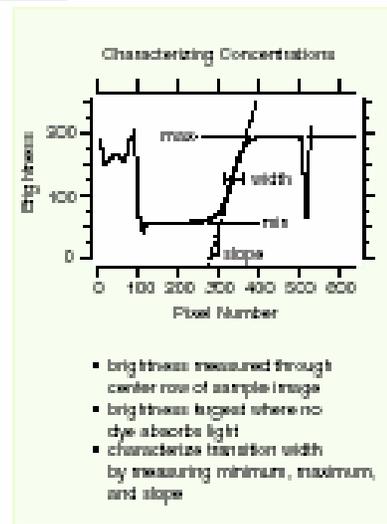
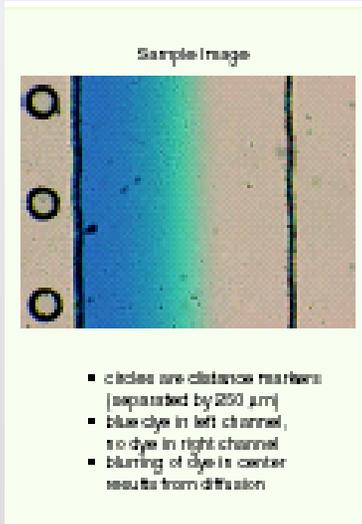
- Record and process your data.
- Design your graphics.
- Write full descriptive titles for all graphics.
- Write captions for figures.
- Label all parts of graphics.
- Make graphics self-contained.
- Describe the point of graphic in text.
- Refer to each graphic by number.
- Place graphic immediately after first text reference.
- Give appropriate credit.



# Step 1: Organize your data

## Start with figures:

- Assemble hard copies of your figures in a “storyboard”
- Figure out the major technical theme of the report
- Assess how each figure contributes to the major theme
- REVISE figures to focus on the major theme (develop figures that summarize that major theme)



# 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.

# 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
- justified left / ragged right
- no hand-drawn graphics
- header with your last name and page number
- binder clip

# Resources

- Writing and Communication Center
  - <http://web.mit.edu/writing>
- *Online Mayfield Handbook*
  - <https://web.mit.edu/21.guide/www/home.htm>
- This presentation
  - 6.111 Website
- [mzoll@mit.edu](mailto:mzoll@mit.edu)
  - Put “6.111 student” in the subject line.

# Some 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.

