

Writing Essentials for Engineers

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Guiding Principles for Your Writing

- Audience: Who are you writing for?
- Purpose: What is it meant to achieve?
- Writing as a Process
- Simplicity
- Brevity
- Clarity

Guiding Principles for Your Writing

- Writing as a Process
 - Plan (think: audience & purpose)
 - Draft (focus on the big picture)
 - Revise (content and organization)
 - Proofread (conventions: punctuation, mechanics & grammar)
 - Submit

Guiding Principles for Your Writing

- Audience: Who are you writing for?
- Purpose: What is it meant to achieve?
- Writing as a Process:
 - Don't just write and submit.
 - **Think before you start.**
 - Then write.
 - **Proofread before you submit.**
- Simplicity
- Brevity
- Clarity

Overview of classes

- Class 1 (06/21): Punctuation
- Class 2 (06/28): Mechanics
- Class 3 (07/12): Grammar
- Class 4 (07/19): Usage and Style
- Class 5 (07/26): Other