3.003 Principles of Engineering Practice

Communications Laboratory

1. Purpose (5min)
2. Exercise: outline for self-description (10min)
3. Writing Basics (10min)
4. Near-neighbor presentation and Critique (15min)
5. Draft prose (10min)
6. Critique and Revision (15min)
7. Presentations to DVR (30min)
8. Editing/Proofreading text (HW)
Communications Goal in 3.003: To become a better communicator

How?

--Practice

--Emulation

--Critique

Principles of Communication

--Communication is a system

--Communication is a way of thinking

--Good communication has certain attributes: clarity, balance, coherence

--There are steps in preparing communication: planning, drafting, revising, editing

--Communication is about both medium and message: how you package information

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Examples

- **Rhythm and focus**
  - Refusing to bring the contamination to light would ensure a comfortable life for me, but it would also mean the death of who I am.

- **Clarity of meaning**
  - Because this is a small town, reaching out to the population would not be extremely difficult.

- **Efficiency of word use**
  - For this, since I am not in a superior position anymore, I would have to try to get the message out to the community.
Planning
The Complete Engineer’s Skill Set
Technical—Social—Political—Economic

Episode 1: Planning
Goals/Questions
• What do I know about my topic?
• What is my purpose for writing?
• Who are my intended readers and how much do they know about my topic?
• How is this task like others I have had before?
• What structure will work best for my topic?

Strategies
• Clustering
• Freewriting
• Conversation
• Brainstorming
• Reading and research on your topic

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Drafting and Revising

Episode 2: Drafting
Goals
- Repeat planning questions
- Strive toward accurately rendering your intentions
Strategies
- Any or all of those you used for planning.
- Outlining
- Visual Representations of your topic

Episode 3: Revising
Goals
- Repeat planning/drafting questions
- Address Higher-Order Concerns rather than Later-Order Concerns
Strategies
- Any or all of those you used for planning and drafting
- Seeking feedback
- Glossing your text
Episode 4: Editing/Proofreading:

Goals

- Make corrections in regard to style, wording, correctness.

Strategies

- Editing in several passes with a different focus on each pass
- Reading draft aloud

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