

Hints for Report Writing

In writing your reports consider the following requirements.

1. Use consistent units (English or metric) throughout, or display both units (with the secondary in parentheses).
2. The units of an item must be given with numerical value.
3. Limit the significant figures to the accuracy of the input data (3 or 4 for elasticity and stresses).
4. Control the number of displayed digits in plots (see chart options)
5. Every figure should have a numbered caption and be cited in the text.
6. Do not use one sentence paragraphs.
7. Avoid two sentence paragraphs.
8. Never start a sentence with a number.
9. End every sentence with a period followed by two blanks.
10. Use a spell checker.
11. Have every member of the design team proof read the document.
12. For stress simulations clearly state and justify the supports (fixtures) and the applied loads.
13. Do not include figures that are mainly blue blobs (adjust the color bar).
14. Discuss any remaining tasks as if you are going to do them next (the report is actually a progress report in many cases)
15. List any references at the end of the report.
16. Attach all drawings as an appendix. Make sure there are enough dimensions to build the parts. Review good dimensioning requirements.