

Guide to Prospectuses and Other Technical Writing

Dean Wheeler
May 2019

This brief guide is provided to aid students in writing the M.S. or Ph.D. prospectus required by the BYU Chemical Engineering Department. In addition, I give writing principles which apply to writing scientific papers, technical reports, and the thesis or dissertation.

1 Objectives and Audience

For any kind of writing you should understand the objectives of the document and tailor your material for the intended audience. The objectives for almost all technical writing are to

- Sell your ideas. This means you should convince the intended audience that your experiments and theories are important, interesting, valid, and useful.
- Disseminate scientific knowledge. This means you should accurately and concisely document your experimental procedures, mathematical model, and numerical results for others to use and verify.

The prospectus is a *research proposal*. It is written to gain approval to carry out the project. In defining the scope of your project, the approved prospectus becomes a kind of contract between you and your committee so that you know when you are done. It is recognized that you may change directions along the way, but with the prospectus in hand you have a place to start and an idea where to stop.

Because the prospectus is written before most of the research work is done, the emphasis is on the first item above ("Sell your ideas"). You must convince your graduate committee that

- Your project addresses an important problem in an appropriate way.
- You have adequate preparation and a plan to solve the problem in a reasonable amount of time.

The audience is your graduate committee, a small group of professors. They will understand general scientific and engineering concepts like process optimization, phase equilibria, kinetic vs. transport limitations, validation of numerical models, experimental design, and data analysis. Not all committee members are experts in your particular subfield, and so will need to be given the appropriate background material to understand the terminology and theory specific to your project. They need to be told what is "common knowledge" in your subfield and what is new and innovative about your work.

Models For Technical Writing

**Clemson Agricultural College of South
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Models For Technical Writing:

Models for Technical Writing Philip C. Kolin, Janeen L. Kolin, 1985-01-01 *Models for Technical Writing* Philip C. Kolin, Janeen L. Kolin, 1985-02-01 **IPCC91 Proceedings**, 1991 **Library of Congress Subject Headings** Library of Congress, Library of Congress. Subject Cataloging Division, Library of Congress. Office for Subject Cataloging Policy, Library of Congress. Cataloging Policy and Support Office, 1975 Current Index to Journals in Education, 1998 **Resources in Education**, 2000-04 **Record ... Catalog ... Announcements** Clemson Agricultural College of South Carolina, 1924 *Courses, Components, and Exercises in Technical Communication* Dwight W. Stevenson, 1981 This anthology contains 21 articles on teaching methods and assignments in technical writing The anthology is divided into three major sections The first section Courses presents plans for alternative approaches to the teaching of technical writing The second section Components offers a variety of activities for major segments within a technical writing course The third section Exercises suggests individual activities that can be completed during a few class periods within a course or component Individual articles focus on the case method simulation and in class writing group projects the functional writing model writing for publication technical illustration environmental writing decision making and problem solving and teaching nonnative speakers how to use English language articles A supplementary reading list is included RL **Annual Catalogue of the North Carolina College of Agriculture and Mechanic Arts, Raleigh, N.C.**, 1924 Engineering News-record, 1925 *Transactions and Year Book ...* Toronto. University. Engineering Society, 1915 **Memoirs and Addresses of Two Decades** John Alexander Low Waddell, Frank Woodward Skinner, 1928 **Proceedings of the American Society of Civil Engineers** American Society of Civil Engineers, 1911 Management, 1983 **Undergraduate Catalog** North Carolina State University, 1927 *ESL Resource Book for Engineers and Scientists* Elaine Campbell, 1995-11-03 Combines the fundamentals of technical writing and verbal communication with essential English as a second language ESL skills Contains a range of actual examples and case studies to enable non native English speaking professionals to write clear and effective documentation **NASA SP-7500** United States. National Aeronautics and Space Administration, 1982 **Catalog** University of Wisconsin, 1912 Some nos include Announcement of courses **Popular Science Monthly**, 1924 *General Motors World*, 1962

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