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Engineering Communication Program

URL

http://ecp.engineering.utoronto.ca/online-handbook/

Subject

Technical writing-Handbooks, manuals, etc.

Accessibility

Free

Language

English

Publisher

University of Toronto

Brief History

The website of the **Engineering Communication Program** in the Faculty of Applied Science and Engineering at the University of Toronto is intended to serve both the University and the larger community. The handbook available under the website from 24 April, 2009.

Scope and Coverage

In this handbook, one will find writing resources separated into five categories. The type of documents covers short reports, Proposals, Case Studies, Lab Reports, Memos, Writing for Electronic Media, Progress / Interim Reports and explains how these documents should be written. The Components of documents includes a page

on the role of the literature review in engineering papers, and how to effectively integrate research by others into your own work. This page is closely tied to the pages on documentation and conducting research, a description of various ways to write or present methods effectively for documents ranging from lab reports to research articles/theses, various ways to present and discuss different types of results effectively, instruction on how to effectively conclude report, the role that abstracts and executive summaries play in documents. The Oral Communication includes a sample speech outline, strategies for preparing oral presentation, strategies and methods for rehearsing presentation, useful tips use for oral presentation and designing visuals and integrating visuals into presentation. Finally the writing process covers the topics like the strategies for starting the writing process and planning for a document from above mentioned document types, tips for carrying out your plan and writing the first draft, strategies for improving on the first draft, the polishing of sentences, and for final proofread of the report.

### *Kind of Information*

The category **Types of Documents** includes information about different types of reports, including proposals, short reports, case studies, lab reports, memos, progress/interim reports, specification documents and writing for electronic media. The category **Components of Documents** covers general information for writing different parts of reports, including abstracts/executive summaries, introductions, literature reviews, methodologies, results, discussion and conclusions. The **Accurate Documentation** includes instruction on conducting secondary research in engineering, referencing properly (using the two most common methods in engineering) and appropriate source usage (paraphrase, direct citation, and plagiarism). The **Oral Communication provides** information on how to effectively plan, practice, present and design visuals for an oral presentation and the **Writing Process** provides tips for managing the stages of the writing process, from strategic planning, outlining, drafting, to revision and editing.

### *Special Features*

- Along with this handbook resource this website of University of Toronto provides Appointments, Workshops, Courses, Jobs, ECP Staff & Faculty, Tutors, and Resources from the Faculty of Applied Science and Engineering.
- Other websites may link to pages on this site, with the exception of commercial essay writing services that proof-read student papers or produce sample papers at a fee.
- Students, teachers, and writers are welcome to print PDF versions of the advice files, whenever they are available.
- Feedback from the users is appreciated.

***Arrangement Pattern*** The content of this handbook is arranged topic wise and divided into (above mentioned five categories and further subdivided into topics and subtopics.

***Remarks*** The handbook is useful for the engineering students of the University of Toronto as well as other college and university students for their technical writings like reports, proposals, thesis etc.

***Comparable Tools***

- Tech Writing Handbook  
([http://www.dozuki.com/Tech\\_Writing](http://www.dozuki.com/Tech_Writing))
  
- The Mayfield Handbook of Technical & Scientific Writing  
( <http://www.mhhe.com/mayfieldpub/tsw/home.htm>)

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