

Topic Sentence Outline

- ❖ Cardinal rule of writing: *Every single paragraph of a document should have a topic sentence indicating the paragraph's intent*
- ❖ Using the rough outline as a starting point, build a *topic sentence outline (TSO)*
 - ⌘ For each major topic in the rough outline, write topic sentences that describe the themes that, collectively, tell the story of each section
 - ⌘ Thus, for every topic sentence in a TSO, there is a corresponding paragraph in the final report
 - ⌘ Allows for quick assessment of:
 - duplication of topics
 - omission of topics



TSO Example (Section segment)

- III. Analysis of the problem
 - A. Identified important design objectives of the user by creating an objectives tree
 - B. We derived the required functionality of the tennis ball server by translating objectives into functions
 - 1. A black box model was the first step
 - 2. Next a more detailed functional model with sub-functions connected by input and output flows was completed
 - C. To make sure the product functionality could be measured, we created an engineering specifications list
 - 1. Each performance specification provided a way to measure if a particular function of the tennis ball server was met and how well it was met
 - 2. Katie and Ted took care of verifying the specifications at various points in the project timeline



Try it Out: Create a TSO

- ❖ Create a topic sentence outline (as a team) for section 3 and 4 of the final report
 - ⌘ Section 3 - Evaluation of concept variants (decision matrix)
 - ⌘ Section 4 - Prototyping/manufacturing of the product
- ❖ Take five minutes and then we will share your results in class

5 minutes
~~2 minutes~~
Times Up!



Producing a First Draft

- ❖ The larger the writing team, the greater the need for a *single* editor
 - ⌘ One member of the team should enjoy the rights, privileges and *responsibilities* of being the report editor
 - ⌘ Individuals are still responsible for the content of sections, however the editor must weave the different writing styles together
- ❖ Editor should ensure that the report has:
 - ⌘ Continuity
 - ⌘ Consistency
 - ⌘ Accuracy
 - ⌘ A single voice



Final Report - Finally!

- ❖ Report voice
 - ⌘ More formal and impersonal than a personal document
 - ⌘ Voice may be either *active* or *passive*
 - ☑ It is important to choose one and stick with it throughout the document
 - ⌘ To ensure your report has a single voice, team members will need to:
 - ☑ Put aside their egos
 - ☑ Surrender control of individual pieces of the report to the editor
- ❖ Before it is final...
 - ⌘ Review the report for grammar and content
 - ⌘ Give the report a professional and *polished* look


