Subject: MIME Capstone: Preliminary proposal and writing goals
From: "Robinson, TracyAnn" <Tracy.Ann.Robinson@oregonstate.edu>
Date: Tue, 1 Nov 2011 09:44:32 -0700
To: "mimecapstone-funk@ENG.R.O.RST.EDU" <mimecapstone-funk@engr.orst.edu>, "mimecapstone-parmigiani@engr.orst.edu" <mimecapstone-parmigiani@engr.orst.edu>
CC: "John Parmigiani (parmigjo@engr.orst.edu)" <parmigjo@engr.orst.edu>, "Funk, Kenneth H II" <Kenneth.Funk@oregonstate.edu>

MIME Capstone Design Students:

With the preliminary proposal due a week from today, this email serves as both a writing project check-in and, on the off chance your team hasn’t started working on the report yet, a nudge to get moving. This being your first team report collaboration, here are some questions for you to consider in mapping out the process.

1. **Incorporating Background Report content.** What is your team’s plan for reviewing, revising, and compiling information from your individually written background reports to create the first three chapters of the team-written preliminary proposal?
   - Have you identified which parts of each team member’s background report you will be using?
   - How will you handle content revisions and additions to this part of the preliminary proposal?

2. **Developing new report content.** Assuming each of you will also be contributing to the new preliminary proposal content, what is your plan of action for doing so?
   - Who is responsible for writing what parts, and how do you plan to compile these contributions?
   - If you are working separately but in parallel to develop this new content, do you have a system in place for ensuring that only one person at a time can make changes to the master draft?

3. **Reviewing/revising initial draft.** How do you plan to manage the report draft review process and subsequent document revisions? *(Note: Revising/reviewing is different from proofreading, which comes later. Revising/reviewing focuses on refining content and organization rather than on finding and fixing errors in spelling, grammar, formatting, etc.)*
   - In establishing your report-development timeline, are you allowing sufficient time for team and/or external review of the compiled draft and for making any substantive revisions to content and organization that are indicated by that review?
   - Will you meet together to complete draft reviews, review the drafts separately and exchange comments, review and revise online (for example using Google docs), or…?
   - What is your team’s process for handling document-wide terminology and style decisions? If the lead editor is making these decisions independently, is she/he keeping a record of them to hand off to the lead editor on the next report?

4. **Proofreading the final draft.** Have you scheduled enough time to thoroughly proofread the final draft before handing it in on Nov. 8th?
   - Do NOT wait until 3:30 (or even 2:30) pm on the 8th to complete this final pass! To ensure a clean and polished document (and the best possible grade), giving yourselves a 24-hour window for multiple careful and thorough proofreading passes is highly recommended. A proofreading checklist will be coming your way later this week.

**A Note on Your Individual Writing Goals**

Remember those writing goals you set a month or so ago as part of the CCI? Well, in most cases, now would be an excellent time to put some concerted effort into working on them. In completing the preliminary proposal as well as the two subsequent reports for this class, consider having each team member take the lead on any and all report writing issues related to their specified goal(s). For example, if “increased proficiency with the collaborative writing process” was your goal, you’d certainly be the logical person to coordinate this process in your team reports. If “getting better at using transitions” was your goal, taking the lead on reviewing and improving on section, paragraph, and/or sentence-to-sentence transitions throughout the team report would make a whole lot of sense.
In any case, as I mentioned in class a couple of weeks ago, we’d like all project team to compile a listing of your team members’ writing goals and attach this list to the preliminary and final proposal drafts you submit for grading. Identifying whose goal(s) are whose on this list is unnecessary; it is simply a vehicle for inviting feedback in the specified areas. Rest assured that such feedback will not adversely affect your team’s grade on the report handed in...but it could of course lead to better grades on subsequent reports.

**Resources**
Over the weekend, I dug up a couple of handouts that may be helpful in your report writing efforts (attached, and will be posted on the Capstone website as well).
- Tips for Clear and Concise Engineering Writing
- Citing Tables and Figures in Technical Reports

And I’m also compiling several other resources on various aspects of report writing that you collectively noted as problem areas in your CCIs. As I complete these, I will post them on Bb as well.

<table>
<thead>
<tr>
<th>Citing Tables and Figures in Technical Reports.doc</th>
<th>Content-Description: Citing Tables and Figures in Technical Reports.doc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content-Type: application/msword</td>
<td></td>
</tr>
<tr>
<td>Content-Encoding: base64</td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>WritingConciseSentences.doc</th>
<th>Content-Description: WritingConciseSentences.doc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content-Type: application/msword</td>
<td></td>
</tr>
<tr>
<td>Content-Encoding: base64</td>
<td></td>
</tr>
</tbody>
</table>