

Writing 2E

Assignment #F— Final Team Report

Our last assignment this quarter will consist of a written report summarizing everything that your team has learned about your product and its redesign. It should follow the general outline of your electronic presentation (the “History and Development,” “Testing,” and “Redesign” sections are straight out of your electronic presentation), and will also include additional elements from our written assignments, plus new material. Its final form will consist of a three-ring binder, with tab dividers (available from the UCSB Bookstore) to help with organization. All pages must be numbered sequentially; figures and tables must be clearly numbered, with captions and (where appropriate) sources. Sources for content that is neither derived from your own research or in the public domain must be cited and sourced in your “References” section.

Description of the Assignment

Draft a report of your team’s work this quarter on the product you studied and redesigned. Your report should include the following sections, in the order presented:

§ Letter of Transmittal: Your letter of transmittal should feature a letterhead from the contact member of your group and be addressed to me. It should be brief (1 page), explaining what your project is and what the report contains. All team members must sign.

§ Table of Contents: Include a simple table of contents that lists every section and sub-section by page number. NOTE: Tab dividers can be purchased from the UCSB Bookstore that include a pre-formatted table of contents for use with desktop printers. Be sure that you do not print your final table of contents until you are done with all editing and certain of page numbering! A “practice page” is usually included to check printer alignment before the final version is printed.

§ Executive Summary: This is typically the last section written, but the first section read. It should contain a well-organized overview of your entire project, highlighting each report section and its contents. Your executive summary should require approximately five minutes to read (about 2–3 pages).

§ History and Development of the Product: This corresponds to the “Product Overview” section of your electronic presentation. It should summarize the research you conducted on your product, including a brief history of the company that manufactured it, and a description of your product’s historical development in the general marketplace, using patent drawings and photos to identify key turning points in its overall evolution, from the earliest embodiments to present-day versions. Be sure to identify key factors that have driven its evolution (cost, safety, reliability, etc.).

§ Testing: This corresponds to the “Metrics and Testing” section of your electronic presentation. It should include your product’s basic specifications, and summarize the tests that you conducted, making liberal use of photos, tables, graphs and charts to present data. Show how you estimated any mathematically calculated values, and explain what you learned. Include information from your usability study, FMEA matrix, materials and cost considerations.

§ Redesign: This corresponds to the “Redesign” section of your electronic presentation. Based upon research and testing of your sub-assembly, make at least three (3) key recommendations for redesigning your product. Use copious graphics to *show* your reader your recommendations, explaining your rationale for each, including ethical considerations such as energy consumption, recycling and sustainability, user safety, selection of vendors, and user safety. Conclude with a summary of your final recommendations.

§ Design Team: Include a brief description of your team, including a short description of each team member, his/her background, and area(s) of expertise.

§ Correspondence: Include a copy of your team’s query letter to the manufacturer of your product. Also include any follow-up written correspondence such as emails and letters, and/or short descriptions of phone or Skype correspondence.

§ References: List all references using a standard citation format such as APA, CSM, or CSE.

§ Appendix: You can locate extra material here that supports the rest of your report. For example, copies of patents, vendor information, specification sheets for components you intend to use, etc.

- Please note that your final report will be automatically entered into the annual UCSB College of Engineering / Writing Program engineering writing contest to be held this spring; it will be read by a panel of judges. Do not assume that your readers are familiar with your project—they are not. Your report should clearly describe (from “scratch”) what your project is, including its objectives and outcomes. Among other things, it should include a table of contents and a clear, concise executive summary (see above).
- Every member of your design team must contribute written material to your report, including graphic elements like figures/photos, tables, etc. Everyone should contribute to editing, and everyone must receive one .PDF file copy of the final submitted version.
- **NOTE!** Responsibility for plagiarism of any portion of your report, in part or whole, will be borne by the entire team. Make certain that all sources are properly cited and included with your “References” section!

Due Date

See course schedule.