

LABORATORY INTRODUCTION TO EMBEDDED CONTROL DESIGN REPORT WRITING TIPS

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In addition to the Guidelines in the Laboratory Introduction to Embedded Control Lab Manual ([version 14.8](#)), here are some helpful tips for crafting your Design Report:

- Finish early. Leave yourself enough time to visit the Comm+D and to make any corrections.
- Write the report in present tense. This avoids confusion, especially when writing about code or circuitry. Only “Results and Conclusions” should be in past tense.
- Avoid over-use of either passive or active voice. Use the passive voice when agency is not important: “The potentiometer was connected to the EVB” and the active voice when it is: “After analyzing the data, we positioned the OTUs at the optimal angle.”
- Use bold type to indicate code when it is discussed in the text of the report: `int mode_select(void)`
- Use italics to indicate the types of repetitive structures you are discussing: “a for loop”
- Avoid explaining schematics. Connections should only be explained when the functional relationship between components is not clear from the diagram.
- Avoid explaining components out of logical order. Move in one direction.
- Use gender-fair language. Tip sheets are available at Comm+D.
- Visit Comm+D as a team. Since the report reflects the work of the team, both members will benefit from the visit.
- Note that the main job of a Comm+D TA or mentor is to assist in making your report more clear and correct; we are not simply an editing service.