

Chapter 10

In a Nutshell

Description orients readers to objects and processes. Your goal is to make the readers feel in control of the subject.

- ▶ Show readers how this subject fits into a larger context that is important to them.
- ▶ Tell them what you are going to say; write this kind of document in a top-down manner.
- ▶ Choose clear heads; write in manageable chunks; define terms sensibly; use visual aids that helpfully communicate.
- ▶ Choose a tone that enables readers to see you as a guide.

Mechanism descriptions. In the *introduction*

- ▶ Define the mechanism and tell its purpose.
- ▶ Provide an overall description.

- ▶ List the main parts.

For each *main part*

- ▶ Define the mechanism and describe it in terms of size, shape, material, location, color.
- ▶ List and describe any subparts.

Process descriptions. In the *introduction* you need to

- ▶ Tell the goal and significance of the process.
- ▶ Explain principles of operation.
- ▶ List the major sequences.

For each sequence or step

- ▶ Tell the end goal of the process.
- ▶ Describe the action in terms of qualities and quantities.