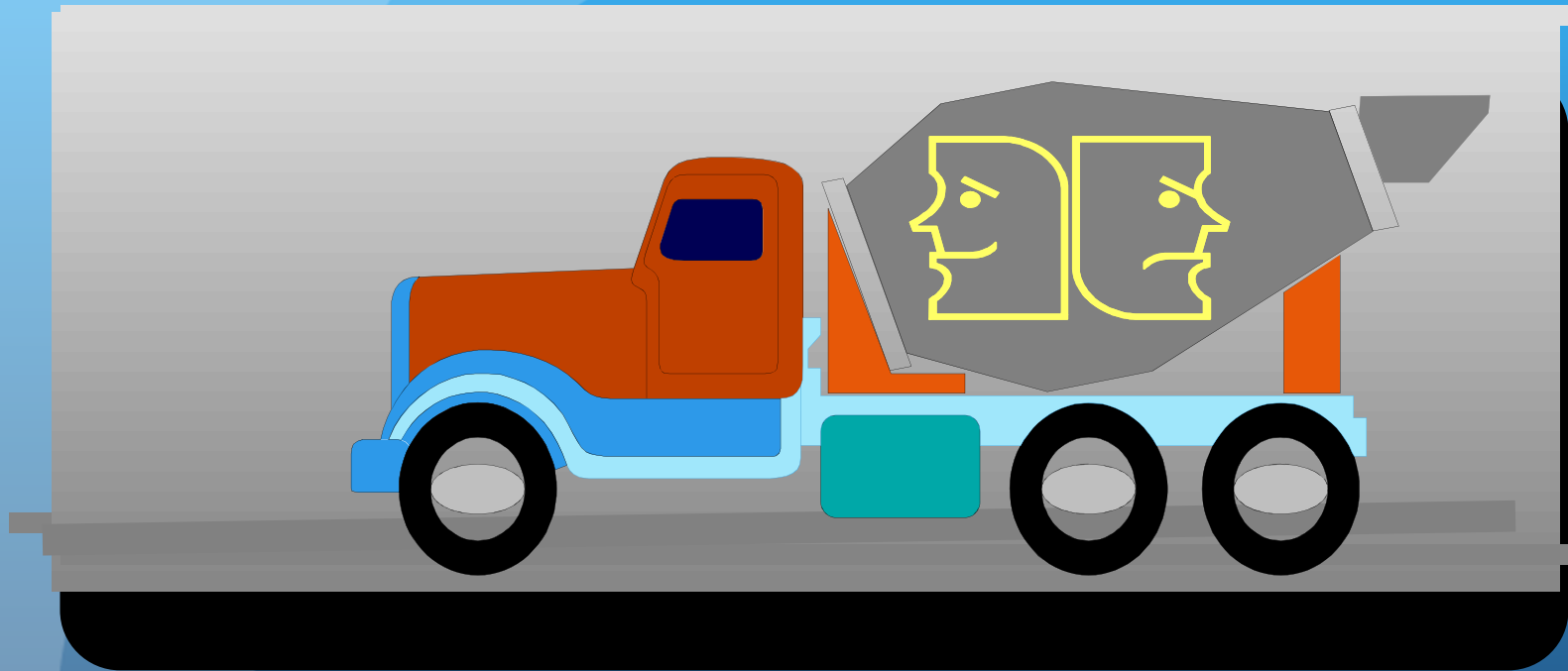


ROLE PLAYING IN THE CLASSROOM: Preparations for the Young Professionals



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**The Majority of Communications
for
Engineers and Contractors is
the
Technical Memo and/or Letter**

**Most Students
Complete
Their Degree
Without
Writing
Technical Memos or Letters**

Physics, Chemistry Labs and

English Classes Write Reports and Papers

- *Encourage students to be Verbose*
- *Explain Away Problems*

**First Year as Consultant
Wrote
Technical Report
for
Non-Technical Clients**

Had to Learn to:

- 1. Be Accurate**
- 2. Avoid Technical Jargon**
- 3. Be Concise**
- 4. Solve the Problem**

Engineering Challenges

- **EXCITING** -

What I Studied!!

Writing Reports

EXCRUCIATING

What I Didn't Study!

How to Write EFFECTIVE Memos

**By Writing Memos
with
Feedback**

Students are:

Company Representatives

Project Managers

Field Engineers

Professors are:

Employers

Supervisors

Clients

Irate Customers

**COMMON PROBLEMS
WITH
REPORTS**

1. Tendency to include Inappropriate Materials:

- *Client Does Not Want:*

- *Raw Data*

- *Calculations*

- *Irrelevant Observations*

Client

Wants

Results

2. Write to Impress Professors

- *Uncomfortable in Making it Simple*
- *Perceive:*
 - *Length = High Grade*
 - *More Information shows a Better Prepared Student*

Write

to Inform

Client

3. Omitting Conclusions or Recommendations

- *Want to Avoid Being Wrong*
- *Give Several Solutions - Let Others Decide*

NEED

A

CONCLUSION

4. Write Obscurely - Rational/Decision Cannot Be Followed or Verified

- *Attempt to Hide Inadequate
Research/Understanding With
Obscure Writing*

**NEED TO WRITE
CLEARLY,
SO LOGIC
CAN BE
FOLLOWED**

5. Poor Style and Poor English

- *Spelling*
- *Grammar*
- *Words with Inexact Meaning*
- *Using Wrong Technical Words*

Need to Proofread

and

Use Spell Check

and

Grammar Checks

6. Sloppy Memos and/or Letters

- *Unstapled*
- *Torn*
- *Poorly Designed Graphics*
- *Hand Written*

**Need to Recognize
that**

**YOU ARE Becoming a
PROFESSIONAL**

**Only Way to Learn
to Write
is to
Write**

Professor's Responsibility

1. Give exact guidance where the student went off track
2. Do not accept poorly written memos
- Make them redo (as in industry) until it is right
3. Make the memos a % of the grade so they can not be ignored
4. Be patient!!!

**First Memos
and
Letters
are Poor**

90% Must Redo

**First Memos
and
Letters
are Poor**

90% Must Redo

**Must Give
Appropriate Feedback
so
the Students
can
Improve**

At end of the Semester

90% of the
Memos and Letters
are done

CORRECTLY the first time

