

# Writing Professional English

## A Reference Handbook for Electrical Engineering

### A Language Competences Project

#### Project Partners

Faculty of Mechanical Engineering, Brno University of Technology, Czech Republic  
ELTC, University of Essex, England  
Faculty of Natural Sciences and Engineering, University of Ljubljana, Slovenia  
Istituto Tecnico Statale ad Ordinamento Speciale, Cernusco s/Naviglio, Italy  
Skjal EHF, Reykjavik, Iceland  
Technische Universitaet, Chemnitz, Germany (Leonardo I)  
Comenius University, Bratislava, Slovakia (Leonardo I)

This project has been carried out with the support of the European Community. The content of this project does not necessarily reflect the position of the European Community, nor does it involve any responsibility on the part of the European Community.

# CONTENTS

	Page No.		Page No.
<b>1 Types of Writing</b>		3.3 Formality	39
1.1 Scientific Articles	1	3.4 Hedging	40
1.2 Research Papers	2	3.5 Signposting	42
1.3 Technical Reports	3	<b>4 Language functions</b>	
1.4 Reviews	4	4.1 Agreeing and Disagreeing	46
1.5 Proposals	5	4.2 Classifying	47
1.6 Product Descriptions	7	4.3 Comparing and Contrasting	48
1.7 Patent Applications	9	4.4 Defining	50
<b>2 Composition</b>		4.5 Describing a Process	52
2.1 Titles	11	4.6 Emphasising	54
2.2 Planning your Writing	11	4.7 Generalising	56
2.3 Paragraph Writing	13	4.8 Paraphrasing	58
2.4 Introductions	15	4.9 Quoting	60
2.5 Writing the Main Body	19	<b>5 Grammar</b>	
2.6 Conclusions	20	5.1 Writing Numbers	64
2.7 Sections of a Research Paper	23	5.2 Articles	65
2.8 Describing Tables and Graphs	25	5.3 Using Nouns	69
2.9 Referencing	26	5.4 Verb Tenses	72
2.10 Plagiarism	28	5.5 Using the Passive	75
2.11 Abstracts	29	5.6 Word Order	76
2.12 Summary Writing	33	5.7 Punctuation	78
2.13 Acknowledgements	35	<b>6 Words</b>	
2.14 Appendices	36	6.1 Abbreviations	84
<b>3 Style</b>		6.2 Words of Latin and Greek Origin	85
3.1 Objectivity	37	6.3 Prefixes and Suffixes	86
3.2 Clarity	38	6.4 Confusing Words	89

## Chapter 1 TYPES OF WRITING

In this chapter we outline some of the main differences between certain important kinds of scientific and technical writing. These are

- scientific articles
- research papers
- technical reports
- reviews
- proposals
- product descriptions
- patent applications

### 1.1 Scientific Articles

Scientific and technical articles are mainly published in journals, magazines and newspapers. They are normally intended to reach a wider audience than research papers.

#### Thinking about your audience

How scientific articles are written depends on who the readers are likely to be. A more scholarly, academic or discipline-specific journal will allow specialised vocabulary, while a piece in a more popular magazine, for example, will present and explain the data in an accessible manner for a wider audience and therefore in a more informal, less technical style. The writer must know what kind of people he or she is writing for.

#### The structure of a scientific article

Articles need to be a seamless whole: paragraph flowing into paragraph, ideas presented smoothly in logical order. Structurally they can be broken down into these three parts:

- The introduction
- The main body
- The conclusion

Each of these is covered in detail in various sections in Chapter 2 on *Composition*.

Articles and essays need to be well thought out and ordered. How the writer introduces the piece, builds on the introduction through the body, and concludes will largely determine how the information is accepted. Step by step, the writer must present main ideas, supporting evidence, analyses and conclusions in a logical and organised manner. The writing must not wander, but keep to its task of presenting the writer's information in the clearest possible way.

#### Style Manuals

Every discipline has its own style standard. These *Style Manuals* are published and readily available for each field, science and discipline. Writers are responsible for knowing and following the standard of their own particular discipline.