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**Tips:**

- a) The first sentence should give the best one line summary of the report possible. This gives the reader motivation to read the entire report. Be succinct and specific.
- b) After the first sentence, continue with a brief discussion of why electromyograms (EMG's) are of interest in general, and explain why an amplifier circuit is necessary when measuring them.
- c) Conclude the Introduction by presenting the organization of the remainder of the report. For the sake of consistency, please describe what each section presents. (In other situations, this part of the Introduction may be more abbreviated. Nevertheless, the reader will desire some information about the content of the report, as this serves as the motivation to continue reading.)
- d) Use a transition sentence, (or segway in modern usage), when switching from the topic of EMG's to the topic of organization of the report.
- e) Choose words that are specific and succinct throughout the report. Look at each sentence for words that may be deleted or made more precise. Make every word count. Convey as much information as possible with as few words as possible.
- f) Provide enough context for every statement that a reader totally unfamiliar with the lab exercise can make sense of the Introduction. Avoid terminology that requires detailed knowledge of the lab. An example of overly detailed information would be a statement such as "the measurements revealed the value of  $R_1$  and  $R_2$  that would yield a value of  $v_o = 1$  V." The Introduction should focus on higher-level issues.
- g) Write in present tense. Use phrases such as "Section 3 presents the design..." rather than "Section 3 will present the design..." Avoid the word "will" entirely.
- h) Write in active voice. Use phrases such as "This report describes a project..." rather than "A project is described by this report..." The "is" and the "ed" at the end of the verb are hints that you have passive voice. Rewrite such sentences in more direct form.
- i) Never use the words "I" or "you" in a report, and use "we" or "our" only when including the reader in an insight. If one person made a measurement, it is inappropriate to say "we made the measurement".
- j) For each topic introduced, say what was done, but also give some idea of why it is important or interesting. A few words will usually suffice.
- k) Use parallel construction. Although it may seem repetitive, when presenting ideas that essentially form a list, use the same form for each sentence: "Section 1 presents..." and "Section 2 presents". Avoid changing forms: "Section 1 presents..." and "... is the subject of Section 2".
- l) Listing the Conclusion in the description of Section contents is unnecessary.