Nuts and Bolts Workshop Handout Professional tone- Avoid:

excessive jargon,

slang or very casual language

colloquial expressions,

cute quote marks

parenthetical expressions

first person- especially in sciences and math

1. We have come to three main conclusions through this research.

This research led to three main conclusions.

1. The purpose of this study is to examine recent trends in the requirements process and recommend a process model that balances user input (presumably reflecting operational necessity) with the benefits that stable requirements offer to system developers.

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1. Being an ethical engineer is important not only for the public’s safety but also yours.

 Being an ethical engineer is important for the public’s safety

1. It could be very easy for the individuals who hold the reins of money and power to attempt to use their position to influence proper, ethical engineering issues in an effort to increase the bottom line or attempt to ramrod a defense project despite safety concerns.

It could be very easy forpowerful individuals to attempt to use their position to influence proper, ethical engineering issues in an effort to increase profit or attempt to rush completion of a defense project despite safety concerns.

1. As engineers, we must do more; we must do everything correctly in accordance with code and the law but then go at least one step further.

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1. When confronted with an ethical dilemma, engineering professionals need to be able to take a step back and view the problem from the most rudimentary perspective.

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1. The engineering discipline is a cutthroat, fast -paced, and extremely dynamic field that requires engineers who will do whatever it takes to get the project done on time to meet or exceed high standards.

The engineering discipline is a competitive, fast-paced, and extremely dynamic field that requires engineers who will work diligently to get the project done on time to meet or exceed high standards.

1. An engineer must know he is doing the right thing even when others might push back.

An engineer must know he is doing the right thing even when others might resist.

1. It easy to ignore situations that may require further investigation or keep problems at the lowest level because of pressure from the people you work for.

It easy to ignore situations that may require further investigation or hide problems from superiorsbecause of pressure from employers.

1. Concerns for safety and doing the right thing would far outweigh the cutting of corners just to make a profit.

Concerns for safety and ethical conduct would far outweigh taking shortcuts just to make a profit.