

CONTENTS

| | |
|---|-----|
| Introduction | 3 |
| Fundamental Problems and Suggestions | 12 |
| Principles which govern the planning and writing of the whole fomposition | 20 |
| The Paragraph | 53 |
| The Sentence | 77 |
| Diction and Professional style | 144 |
| Introduction to Part | 165 |
| Exposition of Processes | 221 |
| Exposition of Ideas | 278 |
| Engineers' reports | 340 |