

## 6.111 CI-M Pitfalls and Strategies

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CI-M Instructors: Neal Lerner, Mary Zoll, and Karen Pepper

Report Component	Potential Pitfall	Recommended Strategy	Mayfield Section #
<b>Title</b>	A dull and/or non-descriptive title, e.g., “A Traffic Light Controller.”	Titles should comprehensively describe the contents of your report and feature <i>action</i> , e.g., “Design and Implementation of a Traffic Light Controller”	<a href="#">3.3.1</a>
<b>Abstract</b>	An abstract that merely informs the reader an outline of the report’s contents, akin to a table of contents.	Descriptive abstracts should be a mini-version of your entire report and should contain all elements contained in the report itself.	<a href="#">3.3.2</a>
<b>Introduction</b>	<ol style="list-style-type: none"> <li>1. An introduction that focuses on the lab itself (e.g., “The purpose of this lab was to . . .”).</li> <li>2. Introduction does not contain any context for the device or justification why the device is needed in the first place.</li> </ol>	<ol style="list-style-type: none"> <li>1. Focus on the device being designed (e.g., “The purpose of a traffic light controller is to . . .”).</li> <li>2. While a traffic light is a common device, remind your reader what it is used for and why. These elements dictate your design of the controller.</li> </ol>	<a href="#">3.4.1</a>
<b>Table of Contents</b>	Mix of fonts and font styles, lack of numbered section headings and subheadings.	Use one font and number your sections and subsections.	<a href="#">3.3.3</a>
<b>List of Figures &amp; List of Tables</b>	Tables are included in a List of Figures.	Create both a List of Figures and a List of Tables or label our list “Figure and Tables.”	<a href="#">3.3.3</a>
<b>Tables and Figures</b>	<ol style="list-style-type: none"> <li>1. Figures taken from lab handout are not referenced.</li> <li>2. Tables and figures are not referenced in the text.</li> </ol>	<ol style="list-style-type: none"> <li>1. Cite your source for figures you did not create yourself.</li> <li>2. Guide your reader to each table and figure (e.g., “See Figure 1” or “As shown in Table 2 . . .”).</li> </ol>	<a href="#">4.2.2</a> <a href="#">4</a>
<b>Device Description</b>	Hierarchy of sections and subsections is not clear.	Use numbering, headings, and indentation to indicate hierarchies.	<a href="#">3.2</a>
<b>Language</b>	<ol style="list-style-type: none"> <li>1. Repeated use of “this” without a clear referent (e.g., “This is because . . . “ or “This was implemented to address . . .”).</li> <li>2. Starting sentences with empty words (e.g., “There was one reason why the device was designed in this way.”).</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow uses of “this” with a pronoun (e.g., “This device . . . “ or “This process was intended . . . “).</li> <li>2. Eliminate empty words (e.g., “<del>There was one reason why</del> The device was designed in this way to . . .”).</li> </ol>	<a href="#">6.17.1</a>  <a href="#">6.2.4</a>