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Cover Letter

Subject: Project 2 – Engineering Documentation Guide

Engineering workplaces depend on documents that turn specialized knowledge into safe, repeatable action. A calculation may be correct, but the work connected to that calculation can still fail if instructions are incomplete, if assumptions are hidden, or if readers cannot locate the information they need. For that reason, my project focuses on a practical genre used across engineering organizations: the technical guide. Technical guides help engineers complete tasks, apply standards, verify results, and communicate procedures consistently.

This guide is intended for engineering students, interns, and entry-level professionals who understand technical concepts but may have limited experience creating workplace documentation. I focused on what new engineering writers most need: a defined purpose, a clear audience, a limited scope, predictable organization, concise language, useful visuals, effective warnings, verification steps, and a final review process. These elements matter because engineering documents are often used while someone is completing a real task. If a reader misunderstands a step, skips a warning, or cannot tell what result is acceptable, the document has not done its job.

In response to peer feedback, I added more examples throughout the guide so that beginners can connect abstract advice to actual engineering situations. For example, I included a pump restart scope statement, an effective versus ineffective warning, and a sample verification step. I also added a simple visual outline of a technical guide and brief definitions of terms such as scope, verification point, and acceptance criteria. These additions are meant to make the guide more accessible to students and interns who may not yet be familiar with workplace documentation.

The guide uses a section-based how-to format because engineers often consult documentation while working. Predictable headings, short paragraphs, numbered steps, compact examples, and checklists make the information easier to scan and apply. I avoided unnecessary decoration so the document would feel practical rather than overly designed.

The primary samples that shaped this project were NIST's *Guide for the Use of the International System of Units* and the *NASA Systems Engineering Handbook*. NIST showed me how precise definitions, numbered sections, rules, examples, and appendices can support consistency. NASA's handbook showed how descriptions, figures, and callouts can explain complex engineering concepts more clearly. Secondary sources such as Google's technical writing course and Suzan Last's *Technical Writing Essentials* reinforced the importance of audience analysis, task-based organization, and concise language.