Steps for Writing an Executive Summary

The following steps can be used to write an Executive Summary:

(1) List the major topics to be described in the report
(2) Select between four and six of the most significant ones (these can easily come from the sections of your report)
(2) Write from one to three sentences about each – explaining or reporting results
(3) End with one or two major conclusions
(4) Add a sentence or two describing the number and type of drawings and/or photos included in the report (if appropriate)
(5) Go back and add a beginning sentence or two that discusses the objective, context, scope, and significance of the report.

Below is a sample implementation of this process.

STEP 1: List Major Topics

a. Specifications of system
b. Use of two probes
c. Operation of system
d. Advantages of casual part placement
e. Adaptive principle
f. Description of a measurement
g. Description of a correction
h. Use of a stored program
i. Creating own parts program
j. Example of use

STEP 2: Select Between Four to Six Topics

a. Use of two probes
b. Operation of system
c. Advantages of casual part placement
d. Adaptive principle
e. Creating own parts program

STEP 3: Write a Sentence or Two

b. Two different probes are used for measuring two different types of components – conductive parts and printed circuitry.
c. The operator need place a part at only the approximate location required for measurement. The system automatically calculates the skew and makes the necessary corrections to all measurements.
d. This unique approach saves considerable alignment time, minimizes the need for expensive setup fixtures, and – most important – eliminates an important source of measurement error.
e. Unlike with conventional measuring machines, no attempt is made to make the machine's table, cross slide and spindle slide travel in precisely straight paths or to set these paths square to each other. Instead, the amount of roll, pitch, and yaw is measured by fourteen sensors and its effect calculated out by the on-line computer.
i. By manually controlling the system to measure one part, an operator can create a program which allows subsequent parts to be measured automatically.

STEP 4: One or Two Major Conclusions

The Precision Measuring System uses lower-cost hardware to obtain high accuracy, high productivity, and a meaningful inspection report at the conclusion of a series of measurements.

STEP 5: Number and Type of Drawings

Three slides will show: the actual machine; a portion of an inspection report; and a line drawing which illustrates the principle by which roll, pitch, and yaw corrections are made.

STEP 6: Context, Scope, and Significance
A computer-controlled measuring system has been developed as an experimental project by IBM, Kingston, NY. The system automatically measures parts and processes measurement data under the control of a stored-program computer.

RE-TYPE ALL TOGETHER TO FORM COMPLETE EXECUTIVE SUMMARY:

A computer-controlled measuring system has been developed as an experimental project by IBM, Kingston, NY. The system automatically measures parts and processes measurement data under the control of a stored-program computer. Two different probes are used for measuring two different types of components – conductive parts and printed circuit ry. Unlike with conventional measuring machines, no attempt is made to make the machine's table cross slide, and spindle slide travel in precisely straight paths or to set these paths square to each other. Instead, the amount of roll, pitch, and yaw is measured by fourteen sensors and its effect calculated out by the on-line computer. Also, the operator need place a part at only the approximate location required for measurement. The system automatically calculates the skew and makes the necessary corrections to all measurements. This unique approach saves considerable alignment time, minimizes the need for expensive setup fixtures, and – most important – eliminates an important source of measurement error. By manually controlling the system to measure one part, an operator can create a program which allows subsequent parts to be measured automatically.

Three slides show: the actual machine; a portion of an inspection report; and a line drawing which illustrates the principle by which roll, pitch, and yaw corrections are made. The Precision Measuring System uses lower-cost hardware to obtain high accuracy, high productivity, and a meaningful inspection report at the conclusion of a series of measurements.