

Formal Description

Informative Title

I. Introduction: General Description

- a. Formal definition (with function and background as needed)
- b. Purpose
- c. Overall description (with general visuals)
- d. Principle of operation (if applicable)
- e. List of major parts

II. Description and Function of Parts

- a. Part one from list of major parts above
 1. formal definition
 2. shape, dimensions, materials (with specific visuals)
 3. subparts (if applicable—treat like part one)
 4. function
 5. relation to adjoining parts
 6. mode of attachment (if applicable)
- b. part two from the list of major parts—repeat for all parts

III. Summary and Operating Description (Optional)

- a. Summary (for a long, complex description)
- b. Interrelation of parts
- c. One complete operating cycle (if applicable)
- d. How to use the item