

## **Example format for a technical report on WQM**

### **TITLE**

The title should clearly and briefly indicate what the report is about.

### **Executive Summary**

Summarises the report in plain English. The Executive Summary should be able to be read and understood independently of the main body of the report. It is often easiest to write after completing the rest of the report.

### **1: Introduction**

Background to the report, including discussion of previous studies in the area or related studies. The introduction should also clearly outline the reason for the study/report, including objectives and any working hypotheses.

### **2: Methodology**

#### **2.1. Experimental/sampling design**

A description of the study area and study design, including detail such as equipment used in field and laboratory work, methodology for selecting sampling sites, field work undertaken and methods of laboratory analysis. For a WQM program this detail needs to include what parameters were tested and any standards and protocols used in the laboratory analysis of samples.

#### **2.2. Data analysis**

An outline of how the data obtained from sampling and laboratory analysis were analysed, including details of any statistical tests undertaken and their assumptions and limitations.

### **3: Results**

A description of the results obtained without any explanation or interpretation of them. Visual aids such as graphs, tables and maps may be used to summarise the results. If raw data is to be included in the report, it should be placed in an appendix rather than in the results section.

### **4: Discussion**

The results of the study are interpreted and implications of these results in terms of the project objectives are discussed. A discussion of how the results relate to other studies is also common. An evaluation of the methodology used may also be undertaken.

### **5: Conclusions**

Summarises specific conclusions drawn from the results in terms of the project objectives and working hypotheses.

### **6: Recommendations**

# Technical Report Writing

**Daniel G. Riordan, Steven E. Pauley**



## Technical Report Writing:

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**Principles of Technical Writing** Robert William Hays, 1965  
**TECHNICAL REPORT WRITING TODAY.** Riordan, 2013  
**Elements of Technical Report Writing** Paul M. Zall, 1962  
*Technical Report Writing Today* Daniel G. Riordan, Steven E. Pauley, 1999 An introductory technical writing text Technical Report Writing Today provides coverage of basic skills such as definition and description and common forms such as memos reports proposals and job applications  
**Designing Technical Reports** John C. Mathes, 1991 Presents a systematic procedure by which to design technical and professional reports addressed to students destined for almost any role in business industry or government and to professionals already in those fields Thoroughly revised and expanded from the 1976 first edition Annotation copyri  
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**How To Prepare Defense-Related Scientific and Technical Reports** Walter W. Rice, 2007-02-09 This book provides thorough and specific guidance on how to prepare defense related scientific and technical reports including classified scientific and technical reports It includes an appendix describing the workings of the Defense Technical Information Center the central repository for defense related scientific and technical reports and an appendix addressing tone and style including pertinent information from the United States Government Printing Office Style Manual 2000 the official style guide of the U S Government and therefore the Department of Defense Every facet of preparing defense related scientific and technical reports is addressed thereby making it unnecessary for the user to have to refer to the standards and numerous regulations pertaining to this subject In effect the book provides one stop shopping for the user Also some of the official guidance on preparing defense related scientific and technical reports requires interpretation and in those cases the book provides a prudent analysis of that information and prescribes a best practices course for the user

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**A Practical Guide to Technical Reports and Presentations** Pauline Bary-Khan, Elizabeth Hildinger, Erik Hildinger, 2008 This book is meant as an easy to use guide for engineers scientists and college students in technical programs at all levels who need to produce technical reports or make oral presentations Standard technical communication textbooks tend to be complex and lengthy and consequently both harder to use and quite expensive But because simplicity conciseness and straightforwardness are crucial aspects of good technical communication A Practical Guide to Technical Reports and Presentations itself exemplifies the principles technical writers should embrace It is concise easy to use clearly written and inexpensive enough to attract a broad readership both within and outside the classroom The central feature and greatest strength of A Practical Guide to Technical Reports and Presentations is its organization Each section explains the characteristics and purposes of a specific report genre concisely presents a simple template for a typical example of the genre and concludes with a sample document that demonstrates the features as they might actually appear Additional useful features are its brief overview of the main considerations in technical communication and its set of detailed appendices the latter provide more in depth treatment of several topics that arise in the descriptions of the genres such as language and usage particular forms of organization the use and documentation of sources and the design and use of graphics The basic philosophy behind A Practical Guide is that a communication book should help its readers learn to write clearly and directly and that it should model the style it teaches Further it offers both an analytical understanding of the elements of technical documents and a simple approach to their incorporation A Practical Guide gives both students and working technical professionals the tools they need for producing standard industry documents

**Business Communication: Concepts, Cases, and Applications** P. D. Chaturvedi, 2011 The second edition of Business Communication Concepts Cases and Applications builds on the key strengths of the first edition clear writing style and comprehensive content by updating the material to reflect the latest research and technological developments in business communication and presenting it in a style that engages the reader

**Technical Reports** Miami Conservancy District (Ohio), 1917

**Technical Reports**, 1917

**Monthly Catalog of United States Government Publications** United States. Superintendent of Documents, 1984 February issue includes Appendix entitled Directory of United States Government periodicals and subscription publications

September issue includes List of depository libraries June and December issues include semiannual index

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