

## How to Write a Technical Report\*

The publication of the technical details of developmental efforts related to the creation of a particular artificial device/product on the basis of established fundamental knowledge is made in the form of a technical report. While regular research papers have either only pure research content or both research and development (R&D) parts with an emphasis on the research findings, technical reports focus on the technicalities during the development process. Technical reports also have certain fundamental research elements which are rather limited and partially explored but can eventually be used in future studies. The editorial decision about the classification of a given manuscript as a technical report is made on a case-by-case basis. Both form and content of technical reports are discussed below.

### Form of a Technical Report

A technical report typically consists of five up to eight two-column pages. Technical reports can be organized similarly to regular research papers as described in the article "How to Write a Regular Paper" in the 13(3) January 2010 issue of AU J.T to include the following items:

- title, not exceeding 75 characters;
- full name(s) of the author(s), with no title(s);
- affiliation and e-mail of the first author, and e-mail(s) of other author(s) with the same affiliation as the first author, if any (for other author(s) with other affiliation(s), if any, affiliation and e-mail should appear in a footnote);
- abstract (not exceeding 200 words but no fewer than 100 words);
- keywords;
- introduction, not exceeding one page, which provides an insight about the importance of the reported information for the practice;
- body of the report;
- conclusion;
- acknowledgements (optional);
- references; and
- appendix (optional).

However, technical reports may have some specific organization of the corresponding sections of the *body of the report* which may consist of several sections, depending on the technical work that has been done. The said body should be logical and systematic which can be accomplished with the use of a simple writing style and a proper technical terminology. The sections should contain coherent information to build up the subject matter in a logical way. The information that does not fit with the subject matter should be included in one or more Appendices.

Sample sections that may be put in the body of the report are listed below:

- technical background, including a literature review, describing the initial problem and its evolution, the basic requirements, and the known solutions;
- reasons and motivations for design choices;
- methods, proposed design or layout;
- basis, key aspects of realization;
- choice of set-up or measurement method;
- performance evaluation, comparison, discussion and analysis of obtained test results.

The readability is a major requirement when analyzing the language aspects of technical reports. The construction of concise and simple sentences with the use of short words and active verbs optimizes the writing process and allows the inclusion of more information.

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\* By Dobri Atanassov Batovski, Deputy Editor, AU J.T.

(Continued on inside back cover)

# Writing Technical Reports

**Bruce Michael COOPER**



## **Writing Technical Reports:**

**Technical Report Writing and Style Guide** Tony Atherton, 2020-09-08 This book is based on and expanded from a course on technical report writing that the author has presented for over 20 years Are you an engineer who writes technical reports as part of your job yet you wish you could make them shorter and better and write them faster Maybe you write external reports for your consultancy's clients or internal reports for senior managers Maybe sometimes you think you signed up to be an engineer not a writer But now you are a writer as well as an engineer and you wish that writing a good report was easier This book will show you how to write shorter and better reports and write them faster The author is a retired chartered engineer and who has written about 100 articles and four books published by Kogan Page Macmillan and San Francisco Press Here is just one comment from one client who arranged for the course on which this book is based to be presented to his staff Thank you for the course All the feedback I've had so far has been very positive which is quite unusual as they can be a cynical bunch Well not so much as cynical as don't like airy fairy ideas The book is down to earth with practical ideas You will learn How to break the task into three phases planning writing and editing How to avoid the biggest complaint about technical reports How to use three layers of sequencing to make the writing easier The most common format for technical reports and three others How much detail to include Twelve big tips to improve the writing and several smaller tips How to satisfy both technical and non technical readers How to cut the waffle How to edit your own work which is never an easy thing to do Seventeen consistency checks to look for when editing How to get the best from the Microsoft grammar checker How to use the readability statistics Variations between British and US English PLUS A style guide with over 130 items of guidance including all the punctuation marks Did you know that the hyphen has been described as the punctuation mark to drive you mad

**Technical Report Writing Today** Daniel G. Riordan, Steven E. Pauley, 2005 Technical Report Writing Today provides thorough coverage of technical writing basics techniques and applications Through a practical focus with varied examples and exercises students internalize the skills necessary to produce clear and effective documents and reports Project worksheets help students organize their thoughts and prepare for assignments and Focus boxes highlight key information and recent developments in technical communication Extensive individual and collaborative exercises expose students to different kinds of technical writing problems and solutions Annotated student examples more than 100 in all illustrate different writing styles and approaches to problems Numerous short and long examples throughout the text demonstrate solutions for handling writing assignments in current career situations The four color artwork in the chapter on creating visuals keeps pace with contemporary workplace capabilities The Ninth Edition offers many new examples exercises samples and articles the latest information on using electronic resumes and documenting electronic sources more on group work and new Ethics and Globalization sidebars that highlight these two important topics in the technical communication field Chapter exercises have been labeled to guide students in various goals You create You analyze You revise and Group In

this revision the authors have focused on streamlining and updating key chapters rather than on substantially changing the text's effective organization Chapter 1 Definition of Technical Writing has been thoroughly revised to include complete sections on ethics and globalization Theoretical sections have been updated to include current thinking about the role of communication between people New exercises and examples are included Chapter 2 Profiling Audiences has been completely revised to feature current thinking about defining audiences including an emphasis on the tasks that audiences must perform after reading and a section on creating audience profiles Worksheets have been revised and a section on meeting quality benchmarks has been added Chapter 3 The Technical Writing Process substantially updated offers a current description of the document creation process and includes recent thinking on information design Chapter 6 Designing Pages has been revised and simplified to make the complex process of page design easier for students to grasp Chapter 12 Memorandums and Informal Reports heavily revised now includes more emphasis on and new examples of the IMRD report format The chapter also includes a focus section with an expanded treatment of email Chapter 15 Recommendation and Feasibility Reports presents a new feasibility report created by a small business to determine whether or not to market an item Chapter 18 Oral Presentations now focuses on PowerPoint The theory of oral reports is expanded to include recent criticisms of PowerPoint presentations and advice on creating effective presentations Appendixes include A Brief Handbook Appendix A focusing on the sentence punctuation and mechanics issues most relevant to technical writing and Documenting Sources Appendix B covering the most up to date APA and MLA methods for documenting print and electronic sources The text specific instructor web site features such resources as sample syllabi a transition guide an assessment guide and chapter by chapter teaching suggestions The student site offers additional student samples including web sites built by their peers cha

*How to Write Technical Reports* Lutz Hering, Heike Hering, 2010-09-14 Technical Reports are usually written according to general standards corporate sign standards of the current university or company logical rules and practical periences These rules are not known well enough among engineers There are many books that give general advice in writing This book is specialised in how to write Technical Reports and addresses not only engineers but also natural sci th tists computer scientists etc It is based on the 6 edition published in 2008 by st Vieweg in German and is now published as 1 edition by Springer in English Both authors of the German edition have long experience in educating en neers at the University of Applied Sciences Hannover They have held many l tures where students had to write reports and took notes about all positive and negative examples that occurred in design reports lab work reports and in theses Prof Dr Lutz Hering has worked for VOLKSWAGEN and DAIMLER and then changed to the University of Applied Sciences Hannover where he worked from 1974 until 2000 He held lectures on Technical Drawing Construction and Design CAD and Materials Science Dr Heike Hering worked nine years as a Technical Writer and was responsible for many CAD manuals in German and English She is now employed at T V NORD Akademie where she is responsible for E Learning projects technical documentation and software

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**Principles of Technical Writing** Robert William Hays,1965 A college text **Technical Writing: Reports** Judy Steiner-Williams,2016 **Writing and Speaking in the Technology Professions** David F. Beer,2003-07-04 An updated edition of the classic guide to technical communication Consider that 20 to 50 percent of a technology professional s time is spent communicating with others Whether writing a memo preparing a set of procedures or making an oral presentation effective communication is vital to your professional success This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace The revised and expanded second edition of this popular book completely updates the original providing authoritative guidance on communicating via modern technology in the contemporary work environment Two new sections on global communication and the Internet address communicating effectively in the context of increased e mail and web usage As in the original David Beer s Second Edition discusses a variety of approaches such as Writing technical documents that are clear and effective Giving oral presentations more confidently Using graphics and other visual aids judiciously Holding productive meetings Becoming an effective listener The new edition also includes updated articles on working with others to get results and on giving directions that work Each article is aimed specifically at the needs of engineers and others in the technology professions and is written by a practicing engineer or a technical communicator Technical engineers IEEE society members and technical writing teachers will find this updated edition of David Beer s classic *Writing and Speaking in the Technology Professions* an invaluable guide to successful communication

**Writing Technical Reports** Bruce M. Cooper,1964 **Writing Technical Reports** Sally L. Lordeon,Celia H. Miles,1991 Organized in seven parts this program takes students from information gathering through the writing and editing of specific technical reports and on to a section on business correspon dence Key features include activities that provide hands on interaction a recurring emphasis on audience analysis guide sheets that make the material easier to read and boxed material that highlights computer applications to technical writing *TECHNICAL REPORT WRITING TODAY*. Riordan,2013 *Technical Report Writing* James W. Souther,Myron Lester White,1977 *Writing Technical Reports* Bruce M. Cooper,1975 Library of Congress Subject Headings Library of Congress,Library of Congress. Subject Cataloging Division,1989 *Library of Congress Subject Headings: P-Z* Library of Congress. Subject Cataloging Division,1989 **Scientific and Technical Reports** B. C. Sharma,2014 SCIENTIFIC AND TECHNICAL REPORTS How to Write and Illustrate provides step by step advice on tackling various tasks associated with report writing like gathering information analyzing information preparing an outline writing a rough draft and revising Many examples illustrate the

processes involved at various steps A stepwise approach to computer assisted preparation of tables and various types of figures like line drawings bar charts histograms flowcharts etc is provided Also presented are suggestions about how to use commonly available computer programs to give visual shape to ideas concepts processes and cause and effect relations described in the text Use of readability tests is explained as a screening system for checking comprehensibility of language used Readers are alerted to some of the common pitfalls in science writing like redundancy overuse of nouns noun chains excessive use of passive voice use of overlong sentences and ambiguity Checklist at the end of each chapter sums up the most important points Though the primary aim of the book is to provide help in writing reports and dissertations it can be used as a help in tackling other forms of scientific and technical writing also

**Technical Report Writing Today** Daniel Riordan,2013-01-03 TECHNICAL REPORT WRITING TODAY provides thorough coverage of technical writing basics techniques and applications Through a practical focus with varied examples and exercises students internalize the skills necessary to produce clear and effective documents and reports Project worksheets help students organize their thoughts and prepare for assignments and Focus boxes highlight key information and recent developments in technical communication Extensive individual and collaborative exercises expose students to different kinds of technical writing problems and solutions Annotated student examples more than 100 in all illustrate different writing styles and approaches to problems Numerous short and long examples throughout the text demonstrate solutions for handling writing assignments in current career situations The four color artwork in the chapter on creating visuals keeps pace with contemporary workplace capabilities The Tenth Edition offers the latest information on using electronic resumes and documenting electronic sources and Ethics and Globalization sidebars that highlight these two important topics in the technical communication field Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

Writing Technical Reports Bruce Michael COOPER,1964 Library of Congress Subject Headings: L-Z Library of Congress. Subject Cataloging Division,1986 **Elements of Technical Report Writing** Paul M. Zall,1962

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