

## 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

**Puja Mehta**



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