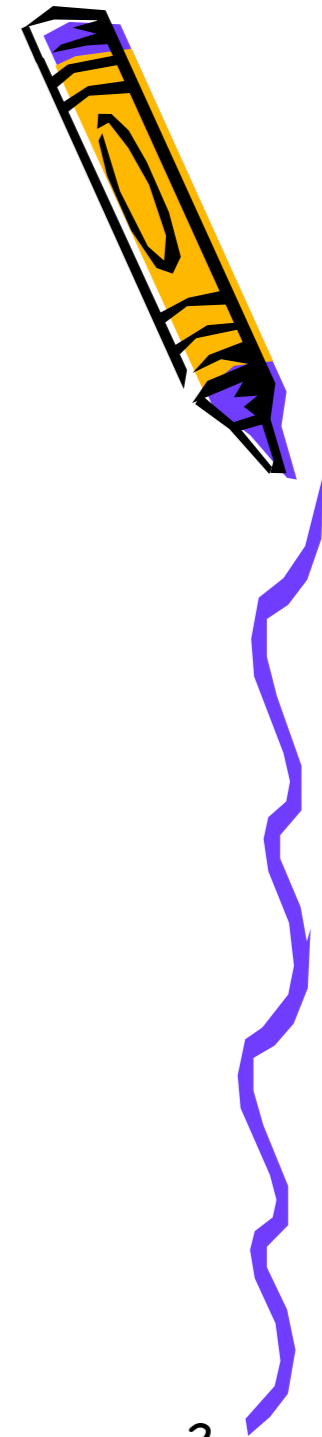
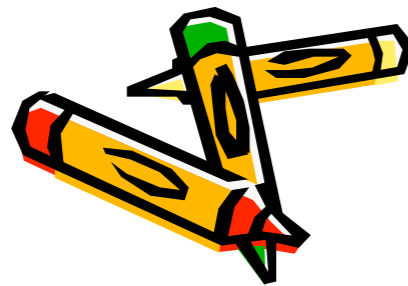


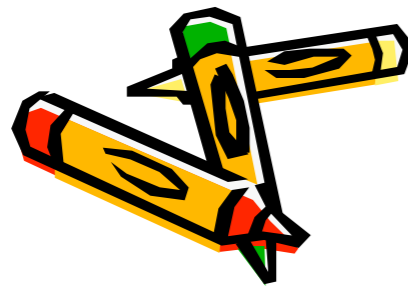


Writing Report-2-
Lect. 4

TECHNICAL REPORTS



" Technical writing convey specific information about a technical subject to a specific audience for a specific purpose.



The words & graphics of technical writing are meant to be practical: that is, to communicate a body of factual information that will help an audience understand a subject or carry out a task."



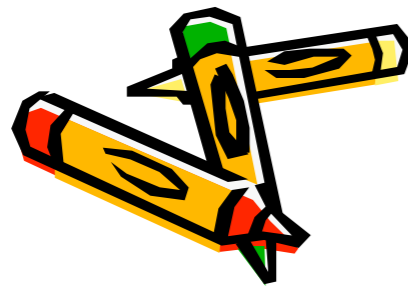
Michael H. Markel



Director of Technical Communication, Boise State University

Technical reports: are often written at ***an early stage*** in a production process.

They: are usually **generated internally**, either by the technical publications department of an organization or by staff involved in this production process.

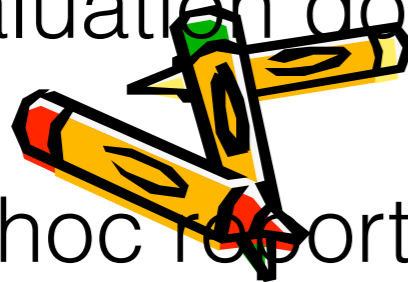
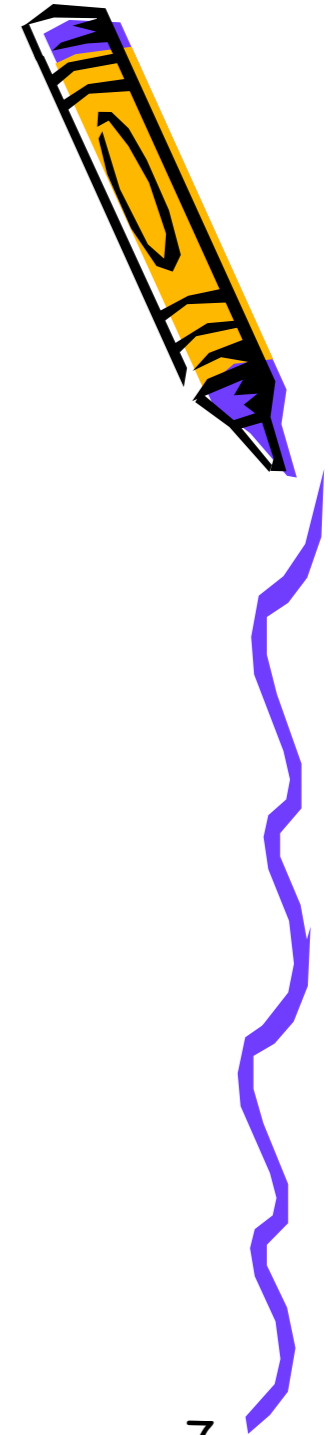


One of the major forms of communication: is the **technical report**. This is the conventional format for reporting the **results** of your research, investigations, and design projects. At university, reports are read by lecturers and tutors in order to assess your mastery of the subjects and your ability to apply your knowledge to a practical task. In the workplace, they will be read by managers, clients, and the construction engineers responsible for building from your designs. The ability to produce a clear, concise, and professionally presented report is therefore a skill you will need to develop in order to ~~su~~ **succeed** both at university and in your future career.



Here are some examples of technical reports:

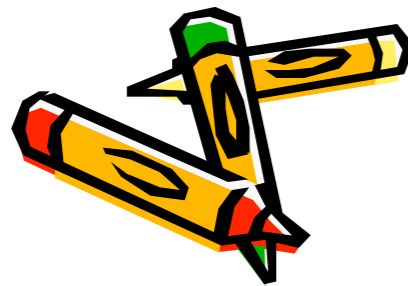
- ◆ a technical proposal.
- ◆ a feasibility study.
- ◆ design and research reports.
- ◆ pre-production reports.
- ◆ evaluation documents.
- ◆ ad hoc reports. for “*as the occasion requires.*”



What points should I bear in mind?



*These reports are often written by **engineers** who are not always familiar with the techniques of effective writing.



What would be a suitable format?

Every organization will have its own format requirements. This is a typical layout:

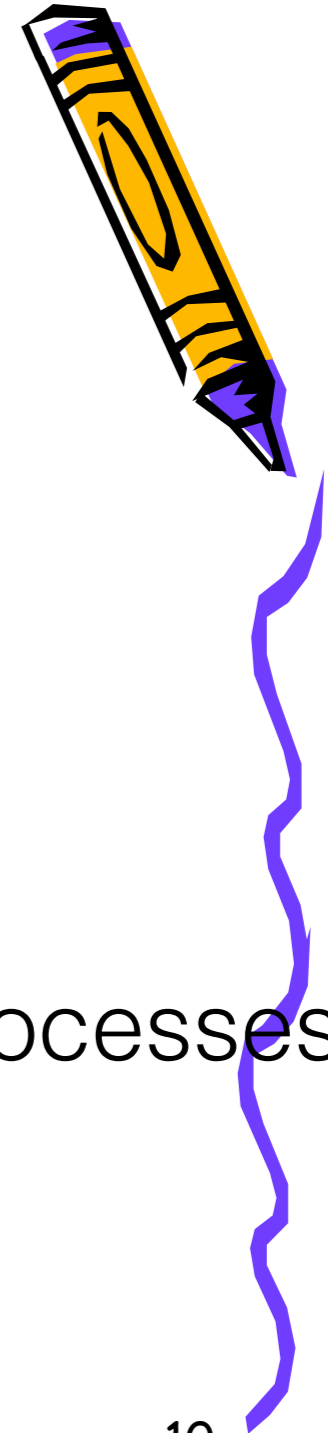
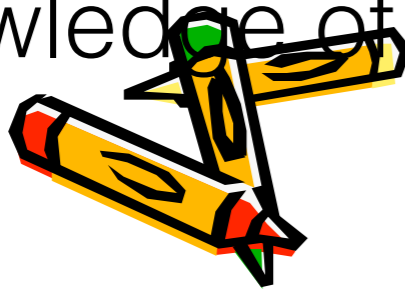
- 1. Contents page**
- 2. Aims (why it was written, its terms of reference and its general purpose)**
- 3. Summary (the salient facts and a concise summary of conclusions, if any)**
- 4. Main body (main discussion of the subject matter)**
- 5. Conclusions (if necessary)**
- 6. References, or Bibliography, or Resources (if required)**
- 7. Index (in larger reports only).**



Basic Requirements

Technical writing is a specialized field that requires:

- * Personal Discipline.
- * Organization Skill.
- * Skill in Writing Clearly and Concisely.
- * Understanding of Technical Products and Processes.
- * Knowledge of numerous software tools.



Home Work

Write a short technical Report not more 3 pages within 250 word.

