

SCRIPT – TECHNICAL REPORT WRITING

Cover Page – Slide 1

I welcome you all to this exciting session on Technical Report Writing.

Learning Outcomes – Slide 2

At the end of this session, it is my belief that we would have achieved the following Learning Outcomes:

1. Define a Technical Report.
2. Describe the Structure of the Technical Report.
3. Explain types and uses of Technical Report, and,
4. Prepare a Technical Report in an Automobile Workshop.

Introduction – Slide 3

A technical report is a formal communication in accordance with certain guiding rules or principles for a specific purpose.

It includes a description of procedures followed for collection and examination of data, their significance, the conclusions drawn from them, and recommendation, if required.

Purpose of a Technical Report – Slide 4

The purpose of technical report writing is to achieve the following:

- To inform
- To persuade

Functions of Technical Report Writing – Slide 5

The functions of technical report writing include the following among others:

- Reassures recipient that there is progress.
- Provides the recipient with a brief of the project.
- Gives the recipient a chance to evaluate the work
- Gives room to discuss problems with the recipients, and,
- Enables preparation of a work schedule.

Qualities of a good Technical Report – Slide 7

There are six (6) basic qualities of a good technical report:

1. Clarity.
2. Accuracy.
3. Comprehensiveness.
4. Accessibility.
5. Conciseness, and,
6. Correctness.

Importance of Writing a Technical Report – Slide 8

The following are the importance of writing a quality technical report:

- Efficient communication.
- Evidence for your work.
- Organizes the data, and,
- Tool for evaluation of your work.

Structure of a Technical Report – Slide 9

A technical report is structured into the following components:

1. Letter of Transmittal.
2. Title Page
3. Abstract.
4. Table of Contents.
5. List of illustrations.
6. Executive Summary.
7. Glossary and List of Symbols.
8. Introduction.
9. Body.
10. Conclusion.
11. Recommendation.
12. Appendix, and,
13. Bibliography.

We would now look at each of the components in details.



1. Letter of Transmittal.

The letter of transmittal is the first thing the reader sees, but it is probably the last to be exacted, it introduces the purpose and content to be exert to the principal reader. It gives the opportunity to emphasize the contents/ attached materials. It enables easy detection of error or omission in the material.

2. Title Page.

The usual element of title page in technical report is:

- ✓ Title
- ✓ Name and position of principal reader
- ✓ Date of submission

A good title must be informative. It answers two basic questions:

- What is the subject of the report?
- What type of report is it? E.g., Rate of automobile accidents during festive seasons

3. The Abstract.

The abstract is like a brief technical summary, usually not more than 200 words of the report. It is directed to the readers who are familiar with the technical subject and to know whether to read the full report as not.

Types of abstract:

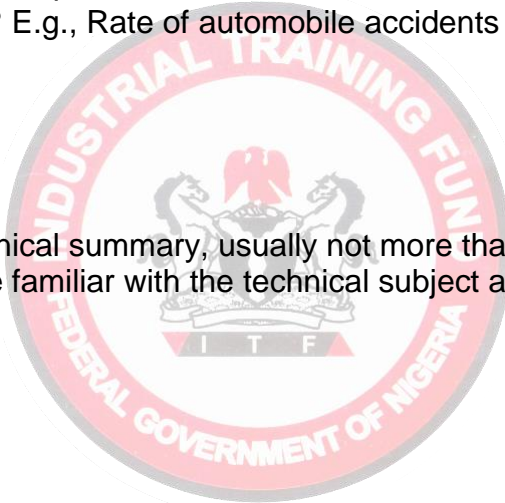
- Descriptive
- Informative.

4. Table of Contents.

Table of Contents, enables different readers to turn to specific pages to find the information. It also provides a guide to the report structure, coverage, and pagination. The headings that appear in the report are listed in the Table of Contents.

5. List of illustrations.

List of illustration may be on the same page as the table of contents or may be on a separate page.



6. Executive Summary.

Sometimes called Executive Overview or the Management Summary in the technical report structure. It is a one-page condensation of a report.

Managers don't need a detailed and deep understanding of various projects undertaken in their organization because of limitation in time and specialization. The background of the project, specific problem, conclusion and recommendation are clearly discussed in a full separate paragraph.

7. Glossary and List of Symbols.

A glossary is an alphabetical list of definitions. It is useful where one is addressing multiple audience that include readers who may not be familiar with the technical vocabulary used in the report.

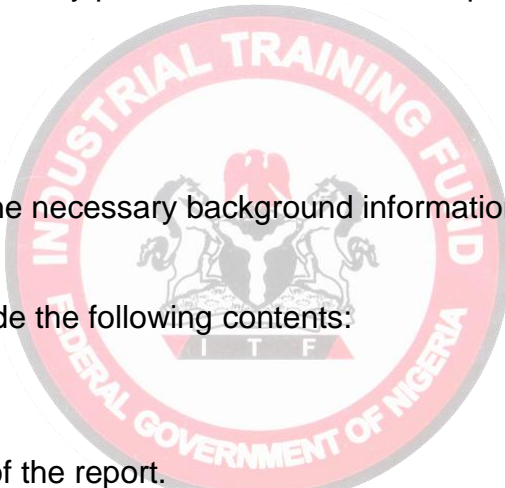
An asterisk or any other notation can be used along the word to tell the audience that the word is defined in the glossary. It is generally placed at the end of the report, just before the appendix.

8. Introduction.

This section gives the reader the necessary background information and leads straight into the report itself.

A typical introduction can include the following contents:

- Aim.
- Objectives.
- Scope (the parameter) of the report.
- Identifying the importance of the current project for scientific knowledge or commercial operation
- An overview of the report sections.
- Method(s) of approach.
- Indication of scope and limitations of the study, and,
- Outline of materials presented in the report.



9. Body of Technical Report.

This includes the main contents of the report,

- what task was at hand.
- The findings.
- Methodology.
- Comparison, and,
- Discussion of the results.

This is usually the longest and most important part in the structure of the report. The materials must be presented logically to make it easy to read. It is distributed into numbered and headed sections. These sections separate the different main ideas in a logical order.

10. Conclusion of Technical Report.

The conclusion must be part of the evidence discussed in the body of the report. It should not subjectively tell the reader what to do.

The conclusion should be a condensed version of the intervening sections giving the key findings. No new scientific argument should be presented here, everything should have been discussed in the "Discussion". It answers the question raised by the original result problem or objectives of the study.

11. Appendix of Technical Report.

An appendix is any section that is not the body of the report (i.e the list of references, Bibliography, glossary, or symbols).

Appendix provides information that is not presented in the body, that will interest only a small number of readers and are listed in the table of contents.

For conciseness in the report, the information is separated from the body. Examples include:

- Maps.
- Large technical diagram.
- Charts.
- Compilations of data, and,
- Supporting documents.

12. List of References in a Technical Report.

It is essential to give credit to the works (published or unpublished) which were referred to or quoted in the report.

This is done by citing such works in the text and listing them preferably, in alphabetical order at the end of the report.

They may be mentioned in the foot notes at the bottom of the page on which they are cited. The attention of the reader is drawn to the foot notes either by putting a printer mark (a star or an asterisk, for example) or by writing a number at suitable places in the text.

13. Bibliography in a Technical Report.

A bibliography is a serially numbered list of published and unpublished works, consulted before or during the preparation of a report. It is distinct from the list of references in several ways:

- Bibliography is a list of works which the author has read and to which he is indebted for ideas or information.
- Bibliography may contain works recommended for further study.
- Bibliography may be annotated.
- The author often prepares the bibliography before writing the report to remember the works he intends to consult.

While preparing the bibliography keep the following point in mind:

- The order of writing the names and surnames of authors
- The sequence of detach
- The punctuation makes, and
- The lay out.

Conclusion – Slide 20

Hey, so in the past few minutes, we have been able to look at:

- Purpose of a Technical Report.
- Qualities of a good Technical Report, and,
- Components that make up a technical report.

So, in conclusion, technical report is a document that describes the progress, process, or results of scientific or technical research. It also can include some recommendations and conclusions. ... Technical reports are a great source of technical or scientific information. They can be written both for wider and internal distribution.

Thank you and Stay Safe. Bye.