

**National University of Modern Languages
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DEPARTMENT OF SOFTWARE ENGINEERING
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**T&B Communication
Assignment # 2**

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1.1 Question: Explain the important steps for revising a technical report.

Revising a technical report is essential for ensuring the document is clear, accurate, and effectively achieves its purpose. To revise a technical report effectively, it is important to follow a systematic process.

Steps:

Here are some important steps to consider:

1. **Evaluating the structure:** Start by evaluating the structure and organization. Make sure the sections follow a logical flow and allow readers to easily find important information. Organize details coherently within each section. Move any misplaced content to more appropriate sections.
2. **Appropriate Information:** Verify that the level of detail is appropriate throughout. Remove any unnecessary or redundant information. Expand on sections that require more explanation or evidence to be convincing. Adapt the content for the intended audience.
3. **Ensure its objective:** Examine each section to confirm it supports the overall purpose and objectives of the report. Strengthen connections between ideas so the document flows smoothly. Make sure the conclusions align with the findings. Fill in any gaps in the argumentation.
4. **Grammatically Correct:** Scrutinize the writing style. Sentences should be grammatically correct yet concise. Use precise technical language suitable for the field. Limit use of passive voice which can obscure meaning. Favor active voice to clearly state who is performing an action.
5. **Enhance Understanding:** Check that visual elements like charts, diagrams, and images support the text and enhance reader understanding. Include clear descriptive captions on all visuals. Ensure tables and graphs properly display relevant data.
6. **Proofread:** Thoroughly proofread the report to fix any spelling, grammar, or formatting issues. Double check citations and references for accuracy. Refine awkward phrasing. Correct any typos or inconsistencies. Consider having a fresh pair of eyes proofread before finalizing.
7. **Revision:** Revising is a recursive, non-linear process. Refining the structure, content, and delivery through multiple drafts results in a polished technical report that clearly conveys information to achieve its purpose.

Tips:

Here are some additional tips for revising a technical report:

1. Use active voice instead of passive voice. For example, instead of writing "The experiment was conducted," write "We conducted the experiment."
2. Use specific and concrete language instead of vague and abstract language. For example, instead of writing "The results were positive," write "The results showed a significant increase in efficiency."

3. Avoid using jargon and technical terms that your audience may not understand. If you must use technical terms, be sure to define them clearly.
4. Use visuals, such as charts and graphs, to help illustrate your points. Visuals can make your report more engaging and easier to understand.
5. Proofread your report carefully before submitting it. Be sure to check for any grammatical, spelling, or formatting errors.

The revision process may require several iterations to achieve a polished and error-free technical report. It's essential to allocate sufficient time for revision and proofreading to produce a high-quality document that meets the intended goals.