Activity 4.1

What are the different types of techincal report that engineers write?

1. Informative reports
2. Analytical reports
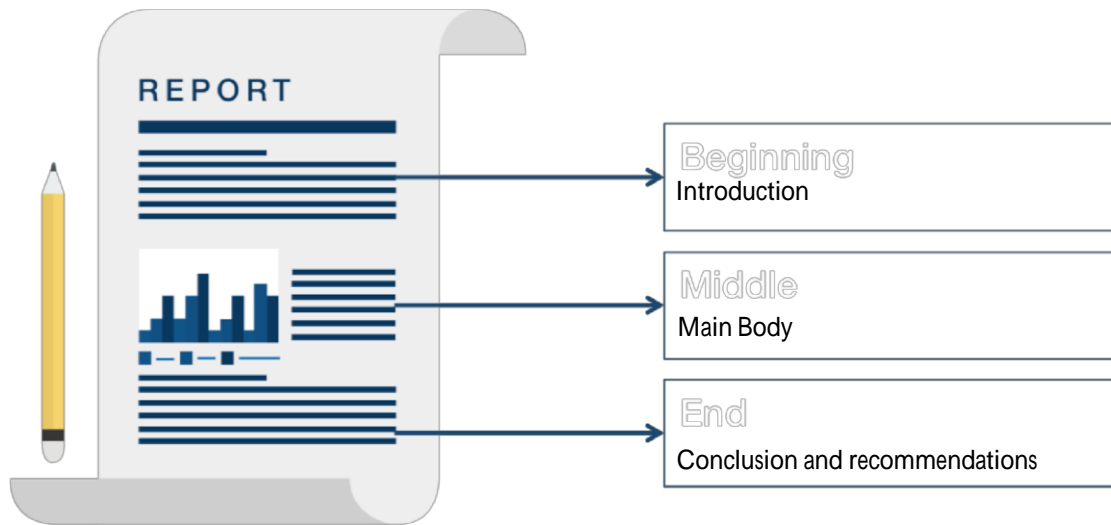

Activity 4.2

What are some typical examples of informative reports and analytical reports?

Informative reports

progress report
site report
trip report
inspection/accident
report
instructional report
laboratory report

Analytical reports

proposal
evaluation report
feasibility report
problem analysis
report

Activity 4.3

How is a technical report typically structured?

REPORT

Beginning
Introduction

Middle
Main Body

End
Conclusion and recommendations

Activity 4.4

What are the most important elements in each of the three parts of a technical report?

1. Introduction
Statement of purpose
2. Main body
A description of what you have done
Discussion of the methodology
Laboratory work undertaken
Detail description of a particular Problem
Factors discussed

3. Conclusion and recommendations
Should be short
Link back to the beginning of the report
Present findings and recommendations

Activity 4.5

What are some factors that make a good technical report?

1. Coherence
2. Self-expanatory and self-contained
3. Terminology defined and assumptions clearly stated
4. Logic flow
5. Appropriate length
6. Clear
7. Logically organized

Activity 4.6

Highlight some points mentioned in the interviews with professors that you think are important.

1. Only being technical is not enough, good reports should be communicative as well;
2. Use technical language carefully so that it's understandable by audience;
3. Care about audience;
4. Express objectives in the reports clearly;
5. Report what you've done clearly and present your solutions clearly;
6. Don't put in unnecessary stuff;
7. Keep it simple.