A technical report is an act of communication by a professional in an organizational system to transfer information necessary for the system to continue to function.

Important Parts:

* Useful
* Understandable
* Concrete

Technical communication involves:

* Informing
* Persuading

Abstract noun – a nontangible word

ie: gravity, truth

Some words have degrees of abstraction though – words that stand in for things that are groups of words (there are different types of carpets)

Technical writing is designed to convey technical information efficiently

Characteristics of good technical writing

* Clarity: easily understandable
* Accuracy: must state things accurately
* Support: assertions and conclusions must be supported by evidence or good authority and proper logic
* Documentation

Header: Included name position and company

Date

Subject : doesn’t have to be in same order

Foreword (not forward or foreward) should be in same order

Summary

Make sure subject is actually what the paper is about

Purpose: The purpose of the paper is to state/report etc.. not research(implies paper is doing the research)