

A close-up, slightly blurred image of a fountain pen with a dark barrel and gold-colored accents, resting on a document. The document has some faint, illegible text and a date stamp that appears to say 'JUN 22 1964'. The background is a soft, out-of-focus light blue.

TECHNICAL REPORT WRITING



OUTLINE OF THE PRESENTATION

Introduction to General Reports

General Report Vs Technical Report

Characteristics of a Technical Report

Types of Technical Reports:

- Feasibility Report
- Project Report
- Research Report



GENERAL REPORTS

Origin: Latin

Word:
Reportare-
means **To
report**

Are written
to report
any event
***that has
already
occurred***

Are a
document
that present
information
in an
organized
format for a
specific
purpose

Give a
description
of
something
or
information
about it to
someone

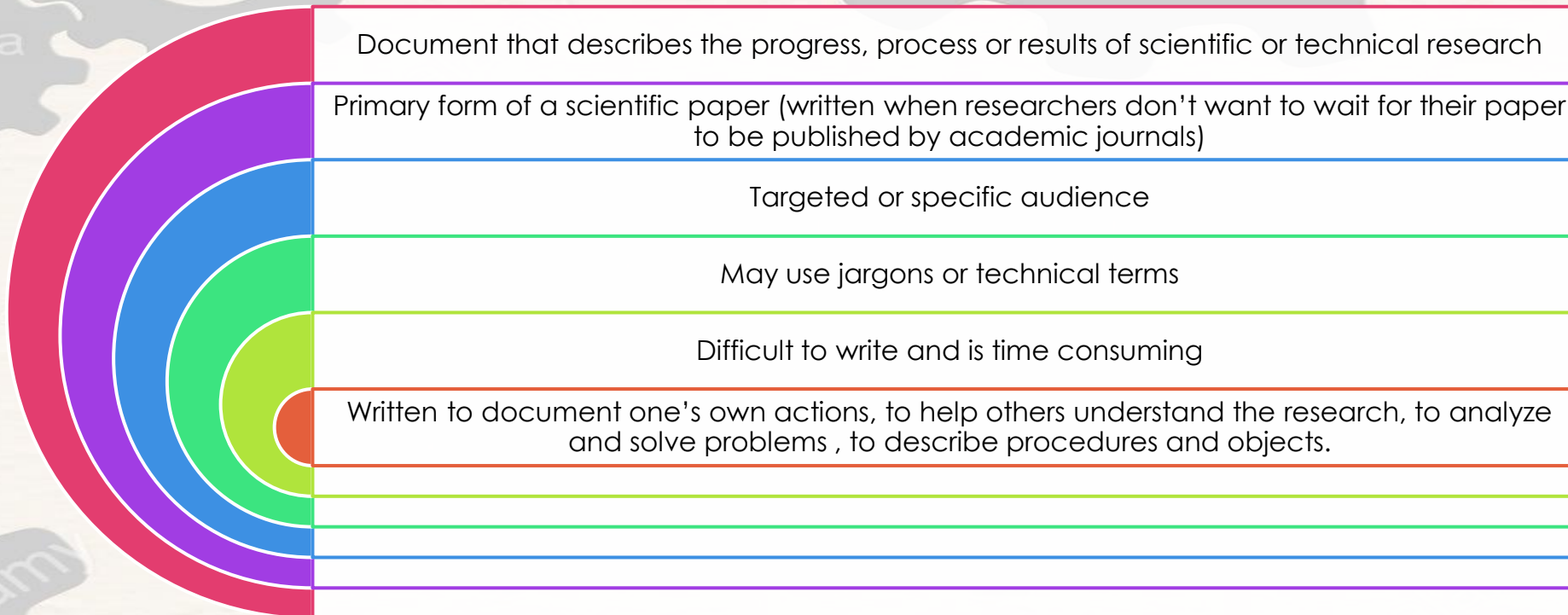
A factual
document

Caters to a
wider
audience

Use simple
vocabulary



TECHNICAL REPORTS

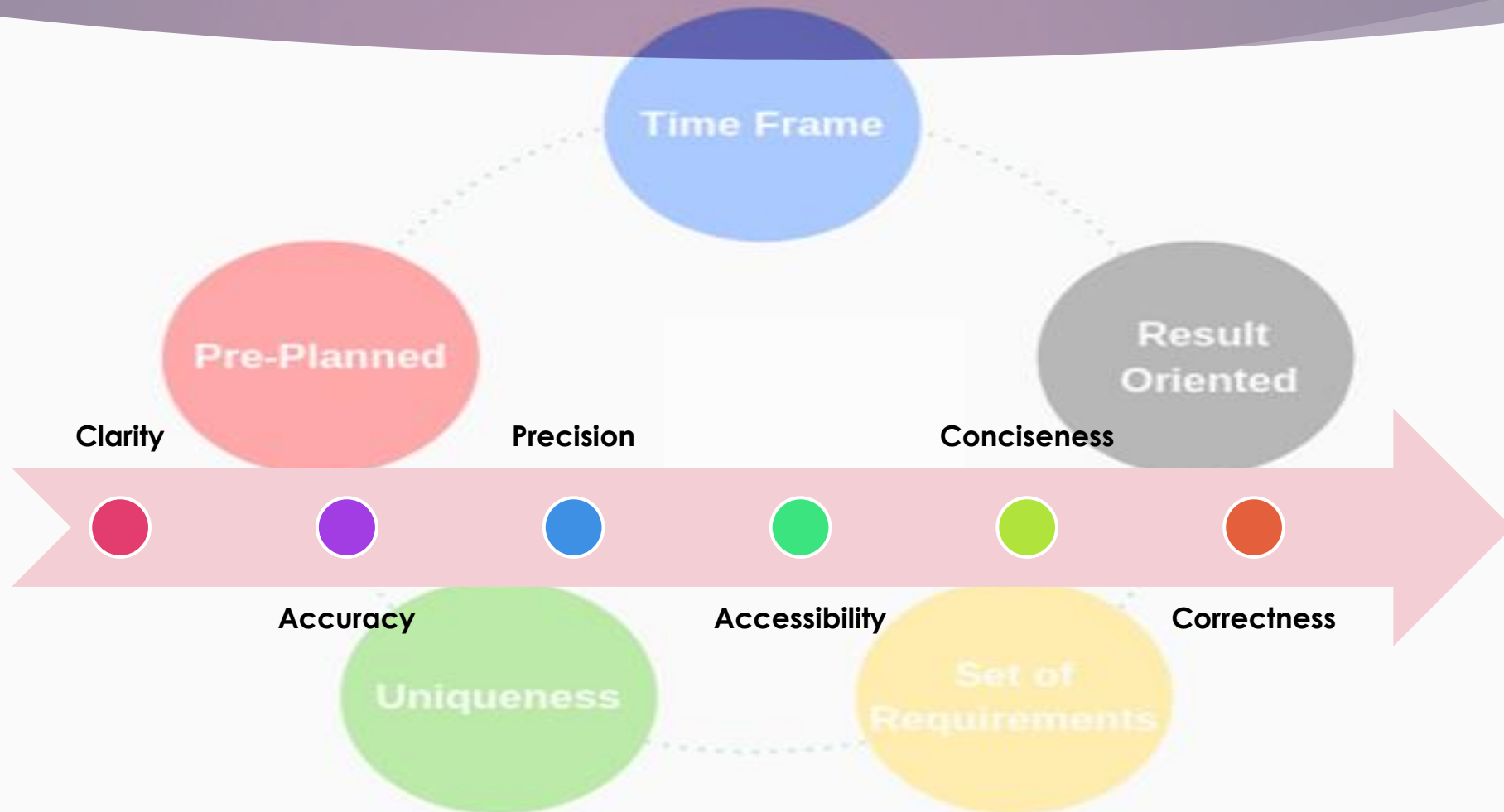


TECHNICAL REPORTS VS GENERAL REPORTS

Technical Report	General Report
Is target specific	Caters to a wider audience
Needs expertise or command over the topic to understand	Can be understood easily
Uses technical terms or jargons	Uses simple vocabulary
Contains technical issues	Contains non-technical information like sales, marketing etc.



CHARACTERISTICS OF A REPORT





Clarity

Refers to proper arrangement of the facts

Writer should make the purpose clear, define the sources, state the findings and finally make necessary recommendations

Unclear technical writing can be dangerous (Unclear instructions on how to operate machinery could be fatal)

Must convey single meaning that the reader can understand easily





Report must have accurate facts

Decisions are dependent on the information presented in the report, any inaccurate fact may result in a wrong decision (**Organizational goal may get hampered!!**)

Errors can be confusing and annoying to the reader

A slightest hint to the reader that the information is being slanted by the writer, may cause him to doubt the entire report



Precision

Precision of report provides unity to the report and makes its valuable document for best usage

Writer's investigation, analysis, recommendations are directed by a single purpose (Clear Report)



Accessibility

Ease with which the reader can locate the information he seeks

To increase accessibility use:

Table of contents

List of illustrations (figures and tables)

List of Abbreviations

Headings and sub-headings

Glossary

Appendix





Conciseness (ECONOMY OF WORDS!!)

Use fewer words to explain maximum

Longer the document, more difficult it gets to use it

Time consuming for both writer and reader

Technical Reports must be long enough to be clear

Must give the audience purpose and object

BUT WITH NO EXTRA DETAIL

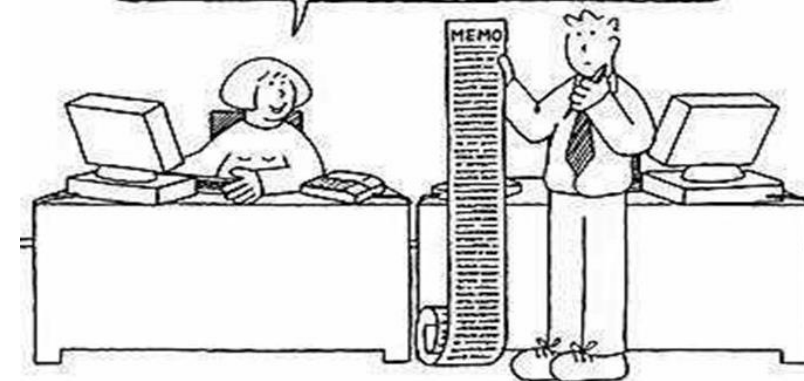
what's the opposite of conciseness?



wordiness, lengthiness, prolixity, long-windedness, verbosity, verboseness, diffuseness, longevity



Just say.....'the meeting's next Tuesday'.



Sylvia helped Robert to edit one of his memos.

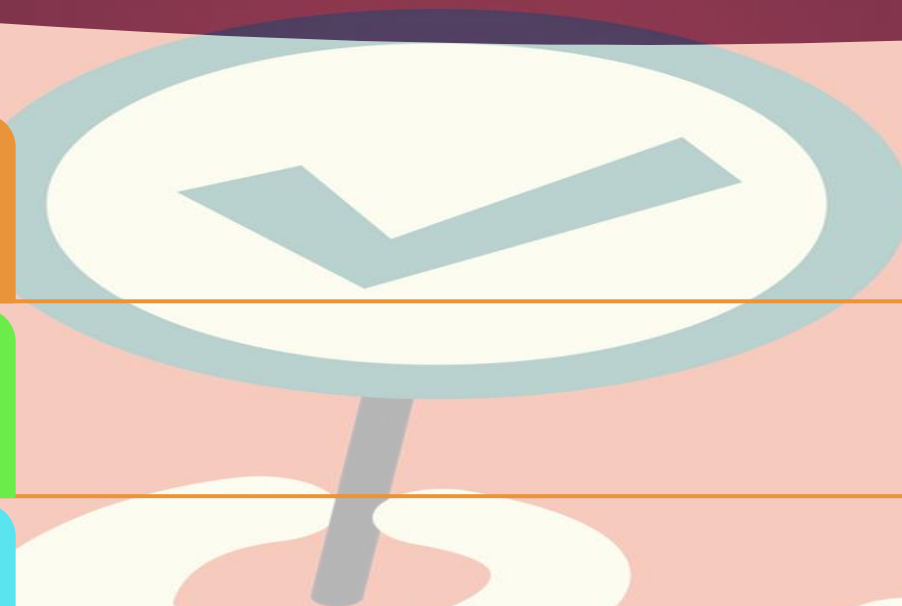
Correctness

Must be free from grammatical errors and punctuation mistakes

Must follow the standard format

Faulty construction of sentences may make its meaning different to the reader's mind

Incorrect document may lead to confusions and ambiguity



TYPES OF TECHNICAL REPORTS

Feasibility
Report

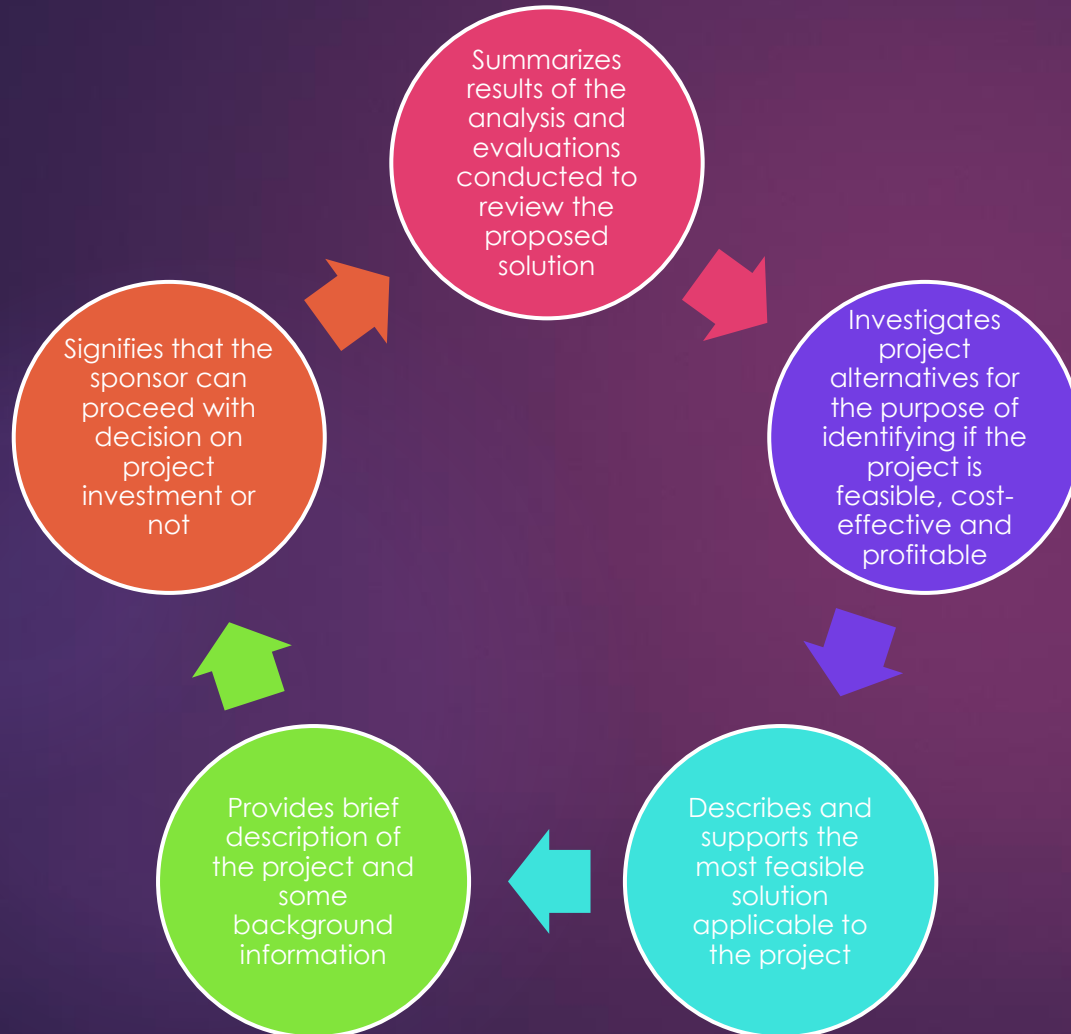
Project
Report

Research
Report

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Feasibility Report



Characteristics of Feasibility Report

Provides legal and technical evidence of the project's viability, sustainability and cost-effectiveness

Helps the management to get the necessary information required for making key decisions on budgeting and investment planning

Helps in developing solutions for:

- Project analysis (linking project efficiency to budgeted cost)
- Risk mitigation (helps in contingency planning and risk treatment strategy development)
- Staff training (report can be used to identify staffing needs and acquiring/training necessary specialists)



Steps to write a Feasibility Report

Write Project Description:

- Collect background information to write the description



Describe Possible Solutions:

- Perform alternative analysis
- Make description of possible solutions for the project



List Evaluation Criteria:

- Investigate the solutions
- Put them against a set of evaluation criteria (like Concept Specifications, Content Audit, Technical Design Specifications, Launch Schedule and Time-Frames)



Propose the Most Feasible Solution:

- Determine the most economical and technically feasible solution that lets the company use the resources optimally and gain the best possible benefit



Steps to write a Feasibility Report

Write Conclusion:

- Summarize the project's aim
- State the most feasible solution



ORGANIZATION OF THE PRESENTATION

1. Feasibility Report

A. Content requirement

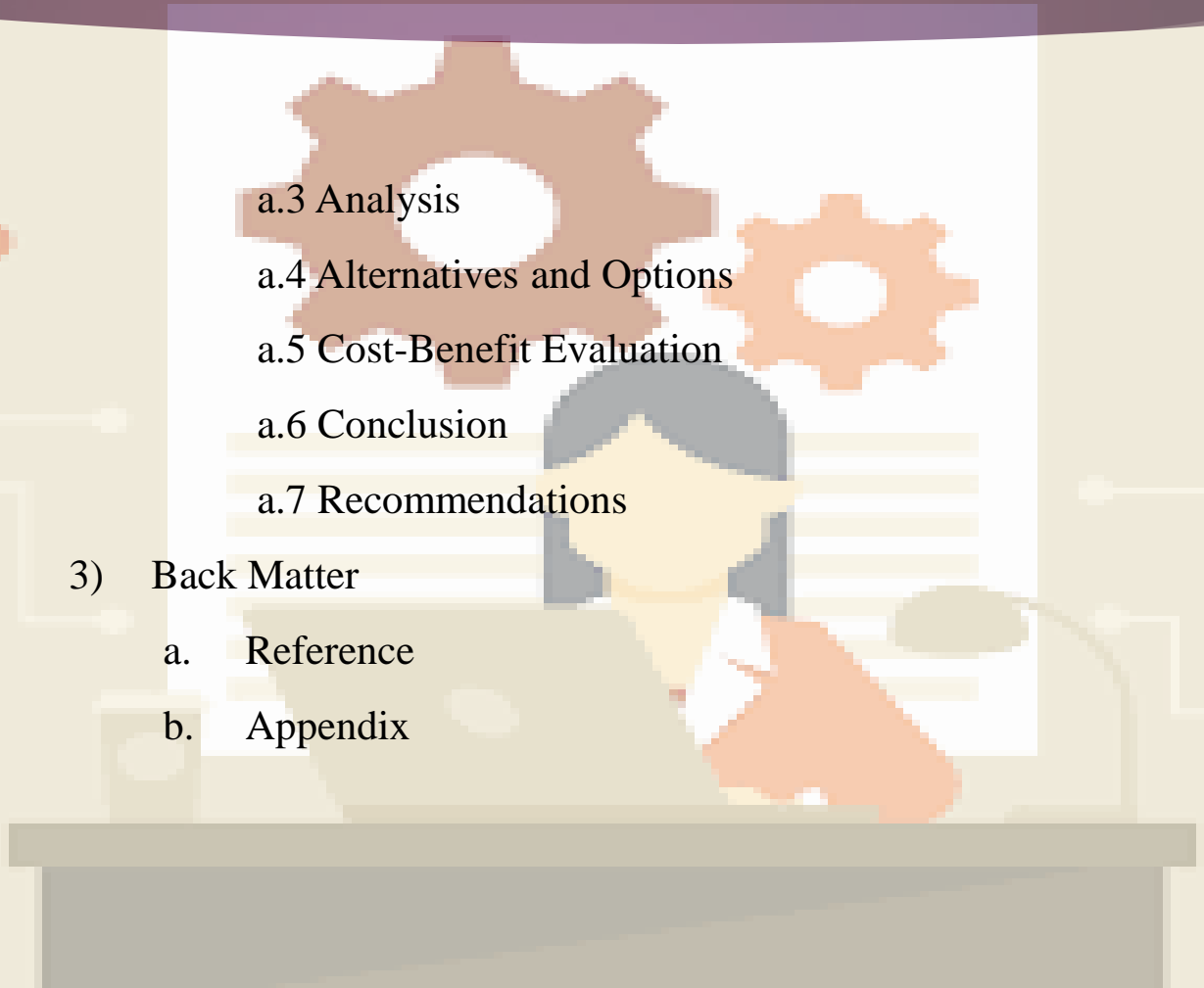
1) Front matter

- a. Title Page
- b. Table of Contents
- c. List of Illustrations
 - c.1 List of Tables
 - c.2 List of Figures
 - c.3 List of Abbreviations

2) Report body

- a. Key Sections
 - a.1 Executive Summary
 - a.2 Background

ORGANIZATION OF THE PRESENTATION

- 
- The illustration shows a person with dark hair and a yellow face, wearing a white shirt and an orange tie, standing behind a grey podium. A large white rectangular box is positioned behind the person, containing a list of presentation sections. The background is a light beige color with various faint illustrations: a bar chart with an orange line graph on the left, a pie chart on the right, and a group of four stylized people at the bottom left. The overall style is clean and professional.
- a.3 Analysis
 - a.4 Alternatives and Options
 - a.5 Cost-Benefit Evaluation
 - a.6 Conclusion
 - a.7 Recommendations

- 3) Back Matter
 - a. Reference
 - b. Appendix



ORGANIZATION OF THE PRESENTATION

2. Project Report

1. Introduction to Project Report

2. What to Include?

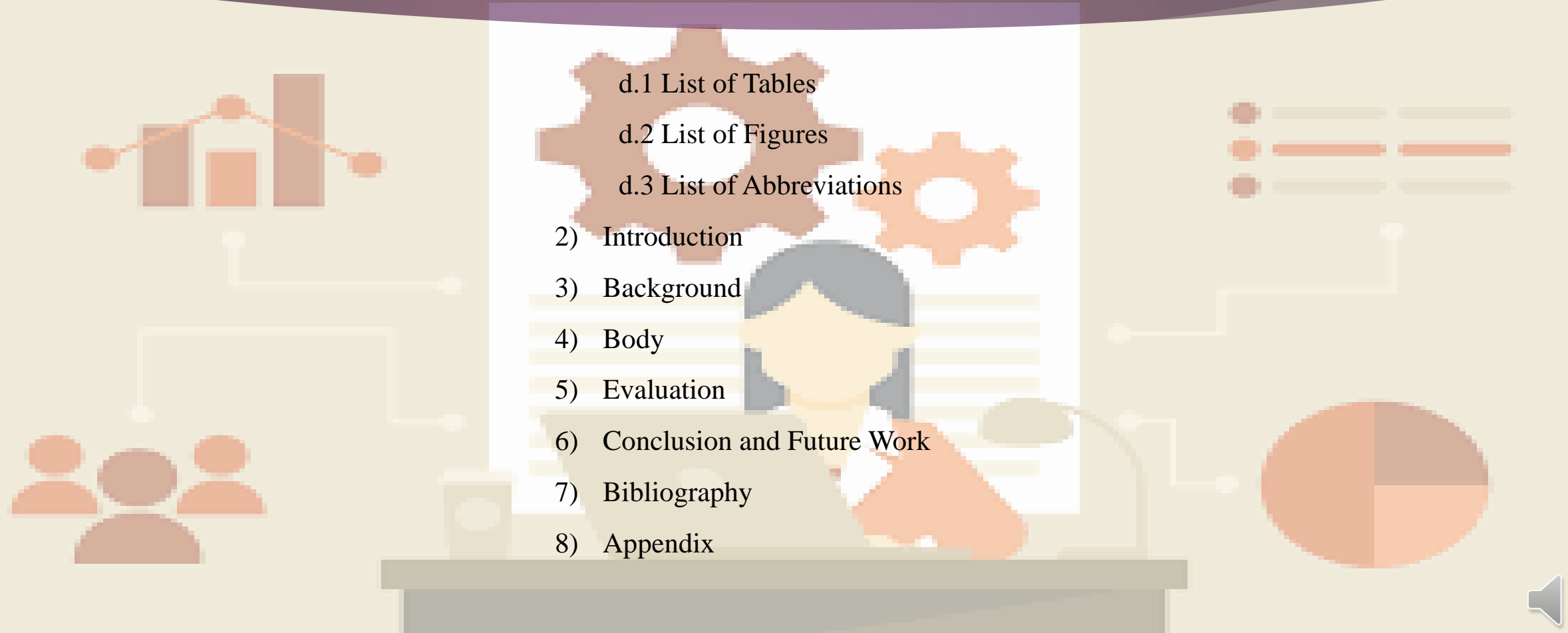
3. Steps to write the report

- a) Title Page
- b) Abstract
- c) Acknowledgements
- d) Content Pages

d.1 List of Contents



ORGANIZATION OF THE PRESENTATION



d.1 List of Tables

d.2 List of Figures

d.3 List of Abbreviations

2) Introduction

3) Background

4) Body

5) Evaluation

6) Conclusion and Future Work

7) Bibliography

8) Appendix



ORGANIZATION OF THE PRESENTATION

3. Research Report

A. Introduction

B. Components of a Research Report

- 1) Front matter
- 2) Introduction
- 3) Background and Literature Review
- 4) Procedure
- 5) Results
- 6) Conclusion and Recommendations
- 7) References



Content Requirement for Feasibility Report

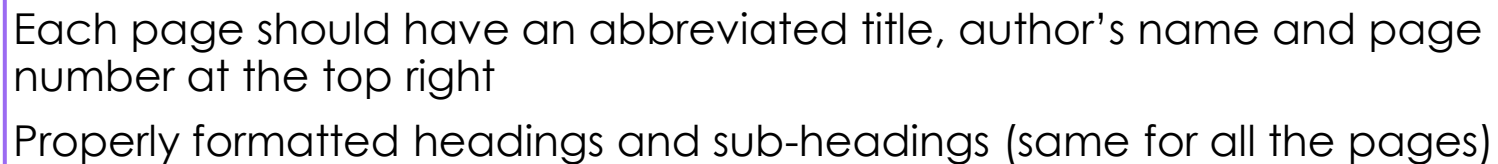
8

Front Matter:



Title Page
List of contents
List of Illustrations (Table, Figure, Abbreviations)

Report Body Format:

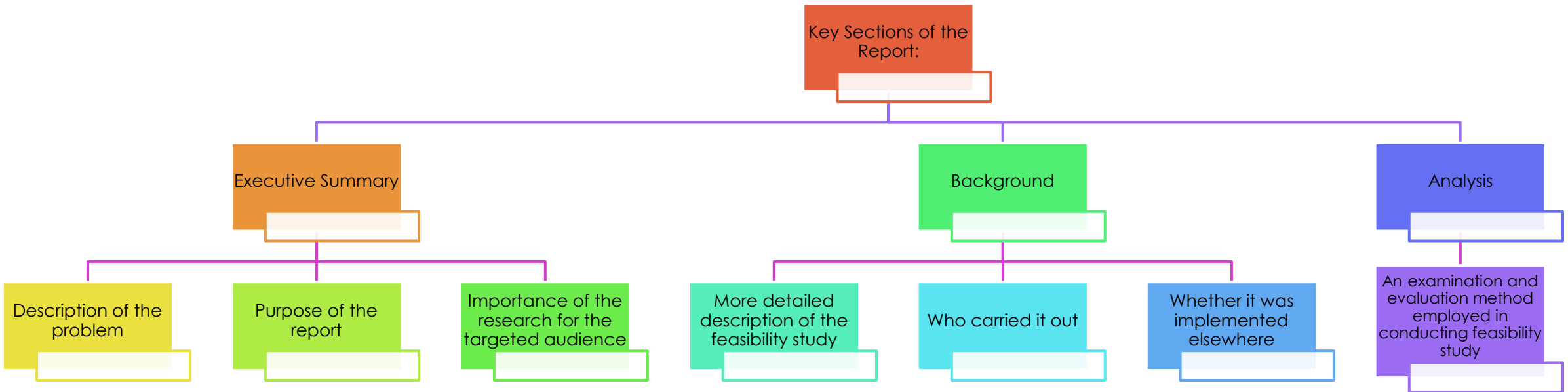


Each page should have an abbreviated title, author's name and page number at the top right
Properly formatted headings and sub-headings (same for all the pages)



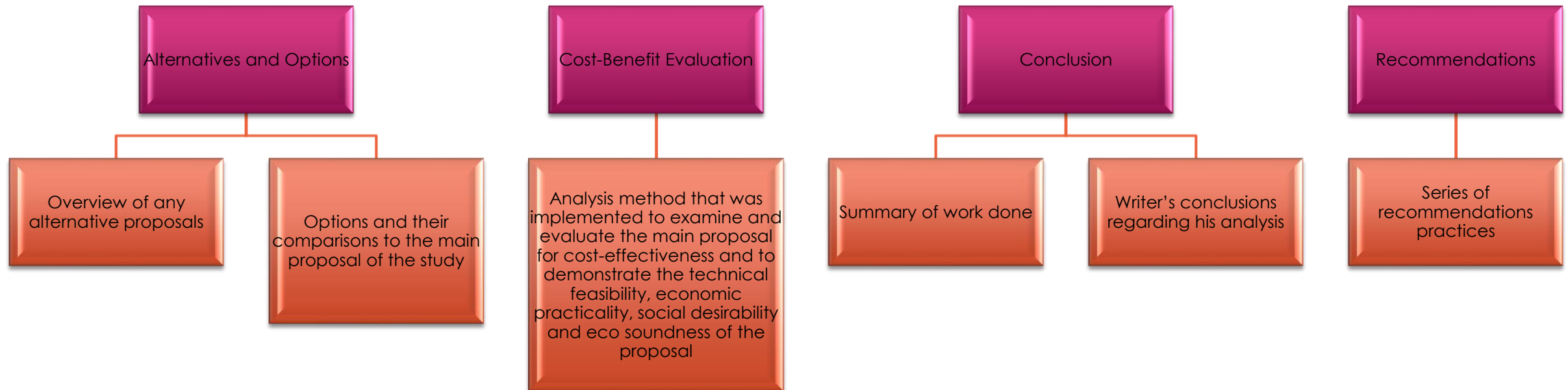
Content Requirement for Feasibility Report

9



Content Requirement for Feasibility Report

10



Content Requirement for Feasibility Report

11



Project Report

It

Provides a general state of the project to its stakeholders

It

Expresses work performed and completed in measurable terms

It

Compares the work done with an established baseline to see if the project is on track or; if adjustments have to be made; if the project is behind its schedule

It

Keeps everyone on the same page and manages each other's expectations



Project Reports serve the following purposes

Floats updated information on project progress

Addresses issues and concerns

Documents reasons for changes and adjustments made

Monitors fund utilization

Helps in Decision Making

Keeps track of team and individual performances



What to Include?

Summary	Provides an overall idea of how the project is progressing (not in detail)
Facts on the Project Progress	Must contain full information on accomplishments, timelines, and most importantly, project milestones.
Target Vs Actual Accomplishments	<p>Should compare between what has been accomplished versus what was supposed to have been achieved at this point of the project</p> <p>Tells whether the project is on track , if it is ahead or if it is behind</p>
Analysis	<p>For any variations recorded/reported between the targets and actual accomplishments, an analysis of the impact on the project should be made and presented in the status report</p> <p>The reasons for such differences must also be stated in the report.</p>



What to Include?

► **Actions Taken**

Contains the information on what was done to address the variations and other problems that cropped up during the project
Must include the expected milestones or accomplishments for the next status report

► **Resources**

Represents the state of resource utilization
Shows how the resources have been consumed on a periodic basis
May also contain a forecast of running out of resources before the project completion

► **Budget**

Presents the financial aspects of the project like the utilization of its budget
Informs stakeholders whether the project is within the budget or not

► **Schedule**

Indicates whether the project is operating within its expected timelines
If not , then provides the reasons for why not
It is important as the delays or extensions in the plan will call for more budget and resources



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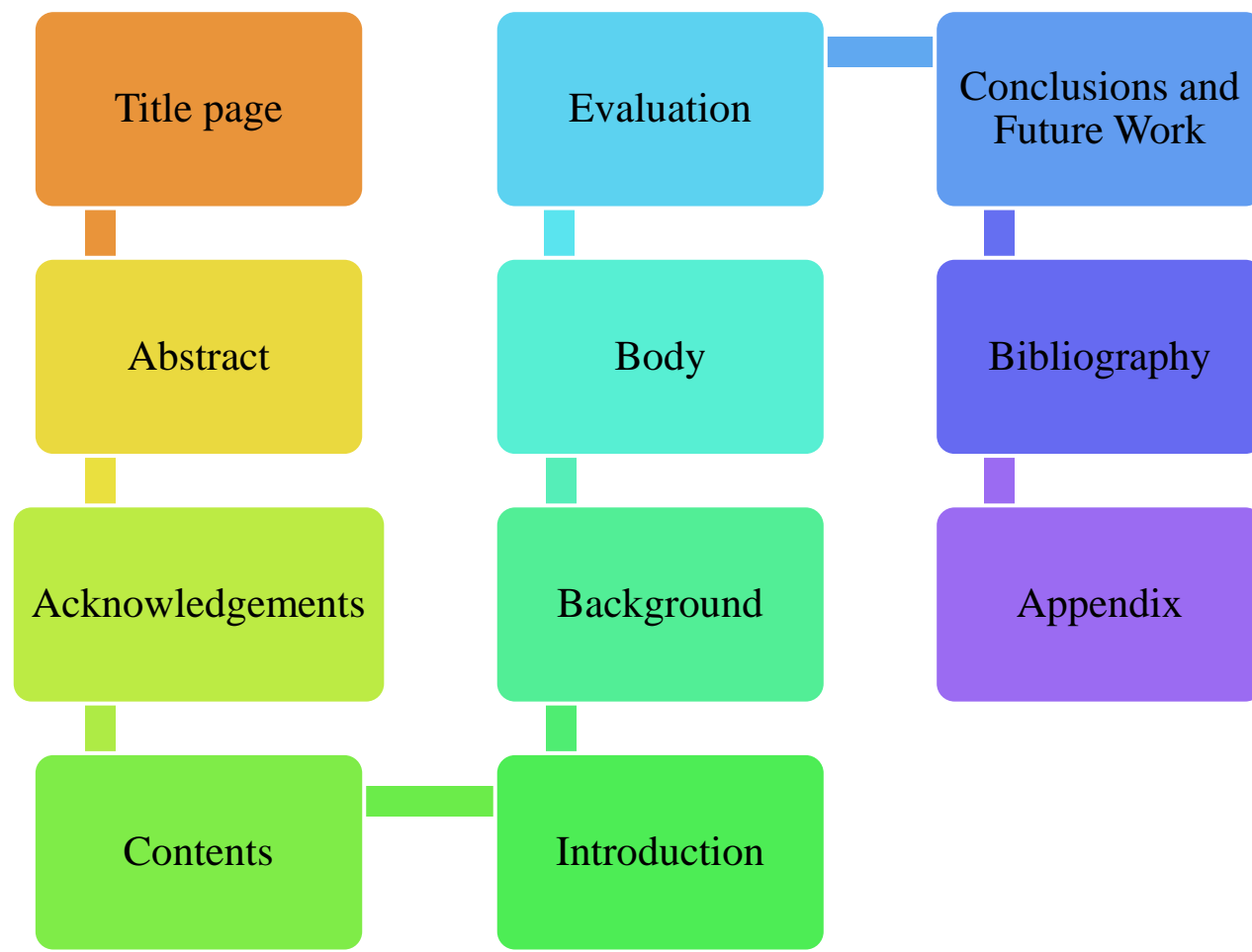
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Project Report Writing



Research Report

Systematic investigations into study of a natural phenomenon, material, sources, existing condition of the society in order to identify facts or to get additional information and derive new conclusions

Need number of inputs to produce new knowledge and application of new and existing knowledge to generate technology that ultimately may generate economic prosperity

Includes methodologies, discussions, conclusions



Components of a Research Report

Beginning of the Report

- Title Page
- Abstract
- Key Words
- List of Contents
- List of Figures
- List of Tables
- Acknowledgements

Chapter 1

- Introduction-Statement of Problem, Hypothesis, Why is it Important, Objectives of the work, Scope of the work

Chapter 2

- Background and Literature Review



Components of a Research Report

Chapter 3

Procedure-Describes the procedure used in project, data used, and how it was obtained

Chapter 4

Results-Indicates what happened and interpret what it means

Chapter 5

Conclusions and Recommendations-Summarize conclusions and what they mean, what changes and further work do you recommend



Components of a Research Report

References



- Lists the sources used to access the information

