



WRITING TECHNICAL REPORTS

**Elements /components of a
report with a standard
organizational pattern**

COVER MATERIALS

- Cover and title page
- Cover letter or memo (optional)
- Invoice (optional)
- Letter of transmittal
- Abstract
- Acknowledgements
- Executive summary
- Table of contents
- List of figures or illustrations
- List of tables

COVER AND TITLE PAGE

Neat and organized

Clearly indicates the subject title in the upper half of the page

The title of the report should specifically identify both the report's function and subject

The person or organization writing the report and the person or organization receiving the report, the date of submittal appear in the lower half of the page

LETTER OF TRANSMITTAL

1. The title and the subject of the report
2. can include brief summary
3. It can acknowledge those who assisted in preparing the report
4. It has a formal tone

ABSTRACT

It's a brief summarizing statement, usually 75-150 words long

An abstract includes these elements:

1. problem
2. method
3. result
4. conclusion

ABSTRACT

There are two kinds of abstracts:

Descriptive

Its written before the project is completed.

Emphasis is on the problem and the method.

Informative

Written after the project has been completed

Care is given to the results and conclusions

EXECUTIVE SUMMARY

- It is written for busy administrators and decision makers.
- It is a document in miniature that may be read in place of the longer document.
- It is placed immediately after the title page of a report.
- It typically range between 10 and 25 percent of the original document.

EXECUTIVE SUMMARY

Structure of executive summary is similar to that of abstracts

1. Problem
2. Method
3. Results
4. Recommendations

About 25 percent of the summary is devoted to the problem and method, and remaining 75 percent is given to the results and recommendations

EXECUTIVE SUMMARY

Guidelines for writing a good Executive summary

1. Read the entire report to grasp its full content
2. Summary should be one quarter of the original text
3. Write persuasively
4. Use headings
5. Be simple and formal

TABLE OF CONTENTS/LIST OF FIGURES/TABLES

A table of content is an excellent way for prospective reader to get an overview of the document.

The following numbering systems can be used for table of contents

1. The traditional (I., I.A, I.A.1, and so on)
2. The multiple decimal format (1.0, 1.1.1, 1.1.2, 1.2.1, and so on)