TASK 1. Types of Texts in Technical Writing

Look at some types of technical documents and combine the type of document with the appropriate explanation. The first one is done for you.

| Communication/Document | Exemplified |
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| 1. **Abstract**<br>*lyhennelmä, esim. insinöörityön lyhennelmä* | a. A short one-page document at the beginning of the study, which includes information about the topic, method, results and conclusions of the study. |
| 2. **Empirical Research Report**<br>*tutkimusraportti/selvitys;* empirical research: *kokeellinen, empiirinen tutkimus* | b. The first period of your two-year project of improving work procedures is finished. Your superior needs a document to see what you have accomplished so far. |
| 3. **Fault Analysis Sheet**<br>*vikaraportti* | c. A report produced at the end of a project. It may include a description and analysis of a project or some research work. |
| 4. **Feasibility Report/Study**<br>*esitutkimus, kannattavuusselvitys*<br>feasible: *mahdollinen, toteutuskelpoinen* | d. You and your colleague present this document to your superior in order to be allowed to start some project you feel is important. |
| 5. **Final Report**<br>*loppuraportti* | e. Your company keeps records of the faults found in your product, to help improve your product as well as help the next customers with similar problems. You write this document to keep the records. |
| 6. **Graduate Study / Final Project / Bachelor's Thesis**<br>*insinöörityö;* Notice that you cannot use work, because that means *töitä, työntekoa.* Works again means *tehdas, laitos.* | f. This document gives a full record of the structure, functions, operations and servicing of equipment for an expert user. |
| 7. **Informational Page**<br>*viesti, tietoliuska, 'paperi'* | g. If your project proposal is approved, your superior will ask you to prepare a document to explain the details of what you will do, how and in what timeframe. |
| 8. **Instructions**<br>*ohjeet* | h. A study or report, produced at the end of Bachelor of Engineering studies, normally conducted in collaboration/ cooperation with a company, public organization or college laboratory. |

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| 9. **Manual**<br>*käsikirja, manuaali* | i. The company has asked an engineer to solve a technical problem in production. The engineer examines the problem, conducts a study and presents the results of the experiments in the document. |
| 10. **Memo**<br>*muistio;* memo, pl. memos or memorandum, pl. memoranda) | j. Your company has received a complaint about your equipment not working properly. You take the equipment to your laboratories and compile the results in a document. The document is discussed in your organization to solve the customer's problem. |
| 11. **Progress Report**<br>*seurantaraportti;*<br>to progress: *edistyä* | k. A brief document, sent internally in the company, that informs a larger group of people of the progress on some work or project. This dated document, provided with a subject line, is sent from one person to another. The distribution list of those who need this information is often included. |
| 12. **Project Plan**<br>*projektisuunnitelma* | l. Guidelines for the (non-technical) user of how to use a device or machine. |
| 13. **Project Proposal**<br>*projektiehdotus* | m. A document that evaluates whether a project or solution is practical and desirable to implement. The document can compare, for example, optional systems (e.g. which telephone system to adopt) or entrance into new markets. |
| 14. **Test Report**<br>*testausraportti* | n. For example:<br>Technical specifications<br>A chart comparing the features of two computer programs<br>List of abbreviations<br>List of figures<br>Illustration of a process<br>A reference card showing the computer labs on site<br>A guide to explain what will be included in the exam<br>An itinerary |