**Topic 12: Write a report**

**Formative Assessment 12**

**Write a technical report (116389)**

*Hello and welcome to the assessment. Here you’ll prove to the world just how much you know and understand about what you’ve just learnt in the learner guides. This is an important part of your time at Umuzi because once this is done, you’ll be certified! So please, take this time to learn everything you can! Take a look at some pointers below with regard to answering the questions…*

* *Be specific*
* *Write professionally - no shorthand!*
* *Your answers must be original and come from your brain and your brain only.*
* *No copy/paste tricks! Our markers have seen it all and will know if you’re taking shortcuts.*
* *Remember, sloppy or poor work will be sent back to you to do again, so do it properly the first time and you’ll be done in no time.*
* *Ask for help at any time. Ask your friends, a manager, anybody!!*
* *Don’t skip any questions! You must do them all!*
* *You’ll see two boxes after each question - one for your answer and one for the marker’s comments. DO NOT delete the marker’s comments if you are required to resubmit your work after the first attempt. Should you have to do it again you will see a new box* ***under*** *the marker’s comments, so fill that one out in* ***BLUE****. Remember!! It’s not the end of the world if you have to resubmit. You’re here to learn, so don’t beat yourself up if you don’t get it right on the first go. Obviously, try your best to get it right on the first attempt, but if not, you have another chance to do it properly!*

*Ok, and that’s that! Time to get to it! Good luck, have fun and enjoy! :)*

**Enter your name and surname below**

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| **Luvo Spofana** |

**1.** **Explain the purpose of a technical report? [5 Marks](5 SO:1 AC:1-3)**

**Your answer below**

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| The main purpose of a report is to present a solution to a problem in order to prompt action or to inform. A technical report can be used for the physical description of a new machine, the steps in a particular process, or the results of an experiment. Technical reports provide a record of your developing expertise and are a legal record of your work and decision making.  For example: In a technical report, a writer not only describes two sites for a factory but also persuades (with facts and research findings) readers to accept one of them as the best. |

**Marker’s Comments**

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**2. List and describe the main sections of an outline? [6 Marks](6 SO:1 AC:4-6)**

**Your answer below**

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| * Report title - The name of the report. * Report statement/Introduction - This is the first main section (after the title page and table of contents). This section is where you state your main argument, often called a thesis, and tell the reader what you will cover in the report. This section gives an overview of the topic and your thesis statement. * Major points and arguments - This is the body of the report, and it breaks down the points one wishes to make. * Support for major points - These are descriptions of the major points and one’s findings in detail. |

**Marker’s Comments**

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**3. List the general sections you will find in a technical report [3 Marks](3 SO:2 AC:1-4)**

**Your answer below**

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| * Introduction - States the objectives of the report and comments on the way the topic of the report is to be treated. Leads straight into the report itself. * Conclusions - A short, logical summing up of the themes or insights developed in the main text. * References Details of published sources of material referred to or quoted in the text. |

**Marker’s Comments**

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**4. Why should you adjust the language used in your report depending on your audience? [4 Marks] (4 SO:3 AC:1-5)**

**Your answer below**

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| In professional contexts, the readers of a report might vary from managers, clients, project team members, or various other stakeholders, therefore there will be varying levels of technical understanding amongst these groups, and you should alter the language, content and technical details of the report and adjust your report accordingly to accommodate the target audience. |

**Marker’s Comments**

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**5. Briefly explain 3 reasons why you have to include footnotes/references in a report? [3 Marks](3 SO:3 AC:1-5)**

**Your answer below**

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| * Whenever you make use of other people’s facts or ideas, you must indicate this and not plagiarize and present them as your own. * This helps the reader ensure that the information is correct, and the report is based on real facts. * This also helps make it easy for the user to find more information on the subject so that they can draw their own conclusions. |

**Marker’s Comments**

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**6. Give four reasons why it is important that you revise the first draft of a technical report.**

**[4 Marks] (SO:4 AC:1-2)**

**Your answer below**

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| * This is important because it helps you identify and correct spelling mistakes. * This helps ensure and guarantee fluidity of the report’s content so that the report logically leads the reader from the introduction to the conclusion. * Revising the first draft helps you make the report look a lot more professional and concise. * Revising the first draft also helps you approach the report from a reader’s perspective, giving you a better idea of how the content of the report is received by the readers, which results in you correcting your diagrams and images to ensure they are helpful to the reader. |

**Marker’s Comments**

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