

## Technical Report and Presentation Checklist.

### Technical Report

Your Technical Reports should be formatted as a formal report (i.e., this is *not* a memo). Possible report formats can be found in Markel ch. 19 and in the “Reports” chapter from *The MIT Guide to Science and Engineering Communication* (in “Additional Readings” on Blackboard). Below is a list of items your report *must* include:

- ☐ Report cover!
- ☐ A letter of transmittal (Note: this is a *letter*, not a *memo*).
- ☐ Title page
- ☐ Table of contents (except for a few cases in which students are formatting their reports as academic articles for publication in venues such as *Science*).
- ☐ A list of tables and figures
- ☐ Abstract or executive summary
- ☐ Introduction, with a very clear description of the problem or issue your report is addressing, and a clear explanation of your report’s purpose (e.g., to provide recommendations, to analyze a situation, etc.)
- ☐ Visuals/graphics/tables
- ☐ Reference list, with at least eight (8) secondary sources

Depending on your communicative needs, your report *may* also contain the following:

- ☐ List of terminology and/or abbreviations
- ☐ Appendices

*Note: I will be grading your report for format and document design, so look over your final document to make sure that it is formatted the way you would like it.*

### Presentation

Your 10-minute presentation must, in fact, be 10 minutes and must include an accompanying PowerPoint (or other slideshow) presentation. Also, formal dress (or “business casual”) is required on the day that you present.

If needed, you are welcome to provide handouts or to use any other visuals necessary to present your research to the class.

*Note:* Please e-mail me a version of your PowerPoint before you present. I will have all the PowerPoint presentations on one computer to aid the transition between speakers.