ULB 2017-2018
MECA-H3001 English
Academic Writing and Speaking Skills
Writing Assignment 2: Technical Report

Writing a Technical Report

A **technical report** is meant to **communicate technical information.** There are different types of technical reports but you are expected to write a report that provides background on the topic that you have chosen. Your **intended audience** consists of **non-specialists**, i.e. readers who would like to understand a topic that they do not well know enough. To accomplish this, your report should be clear, concise and efficient.

This assignment will make it possible to assess your mastery of academic writing and team-working and collaborative skills. For this reason you are asked to **work** in **teams of 2** (EXC **3** students). Team members should **help each other**, for the ability to work effectively together, acknowledging each other's skill and experience, assisting each other to solve problems and achieve a common goal, sharing information, is an essential one.

Report format

Your **project report** must be bound as a _single_ document, and include:

1) A title page

Your title page should mention:

- university, section and year of study in the top left-hand corner
- name (first name, followed by last name)
- teacher's name (correctly spelt)
- date
- topic assignment

2) A report of maximum **1,500 word** (excluding the annotated reference section) presenting your topic

- o A 50-word abstract
- o Introduction
- o Body of the text divided into sections
- o Conclusion

3) Appendices (a list of **any** graphs, tables, figures or illustrations used)

4) Annotated reference section: 6 sources minimum

- o **Maximum 2 Internet-based sources**. These must be reputable websites, e.g. engineering.com/ or efunda.com/formulae, NASA, ESA, MIT World
- o **Minimum 4 academic publications**: you can use EZ-Proxy to access _JSTOR_, _SpringerLink_ and _Sciencedirect_ or publications such as the _Journal of Fluid Mechanics_, _International Journal of Heat and Mass Transfer_ or _Experimental Thermal and Fluid Science_.
- o **Each source** in your reference must be **followed by 3-4 lines minimum** explaining the **relevance** of the source in relation to your project report (annotated reference section).

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*NB***:** A reference section must list all the sources that you have used and they must all have been cited properly in your text or you will be committing plagiarism.

Submitting your Exam Paper
Your exam paper must be
- word-processed
- with 1.5 line spacing
- margins (left, right, top and bottom margin) of 2.5 cm
- alignment justified and
- an easy-to-read font size (e.g. Garamond, Century Gothic, Arial 12).

Your **technical report** must be handed in two formats: (1) a **hard copy** and (2) an **electronic copy**.
(1) The hard copy must be handed to Ms Carine Vassart at the student secretariat (see section 8, Practical Information). The pages can just be stapled together; you should NOT hand in any plastic envelopes.
(2) The **electronic copy** should be submitted through **Compilatio.net**. Check the file *Submission Technical Report* for the correct procedure to be used

Assessment Criteria
To ensure **valid** and **reliable** evaluation, all **reports** will be **marked using an assessment grid** to identify a number of predetermined qualities. Reports will be assessed by your **teacher** of English for evidence of your writing skills and an **assessor** for evidence of content knowledge.
Your report **will be** evaluated on:
- **task achievement**: treatment of topic, content, sources
- **structure**: coherence, turns of thought
- **illustrations**: correct use of tables, figures and graphs
- **language**: grammar, (technical) vocabulary range, complexity, spelling