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- POLYTECHNIC OF EGYPT -

HUM231 - Presentation Skills and Technical Writing

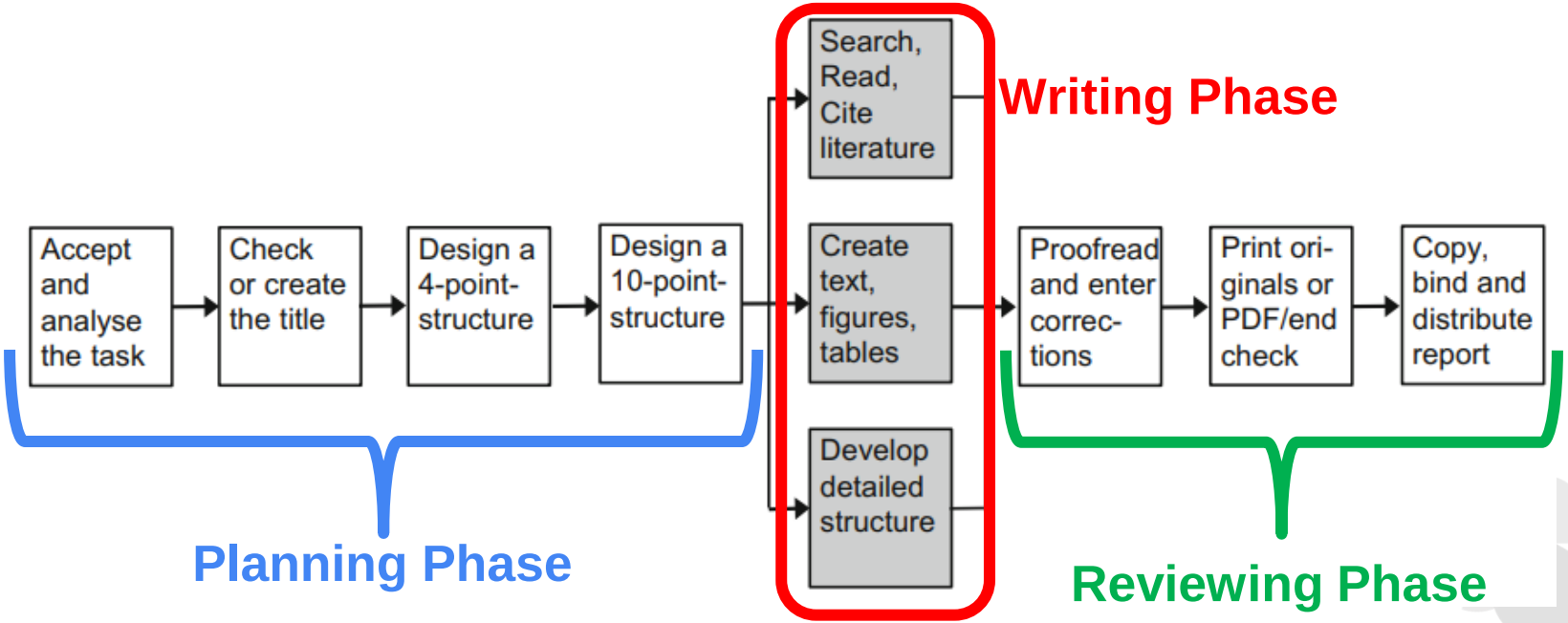
Lecture 2 : Front Matter

Lecture contents

- Post Planning Phase
- Technical Report Parts
- Front Matter
- Front Matter Elements

Post Planning Phase

- After finishing the phase planning the Technical Report, we will now go into the details of writing and creating the Technical Report.



Post Planning Phase

- Before you start writing the body of the report it is essential to be familiar with the main structure of a technical report.

- This lecture will introduce the main parts of a technical report.

- **Note that:** Not all parts are necessary or required in all Technical Reports. It varies according to the type of technical report and if it follows a certain template or guidelines.

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Technical Report Parts

Parts of Technical Report according to ISO 7144

Technical Report Parts

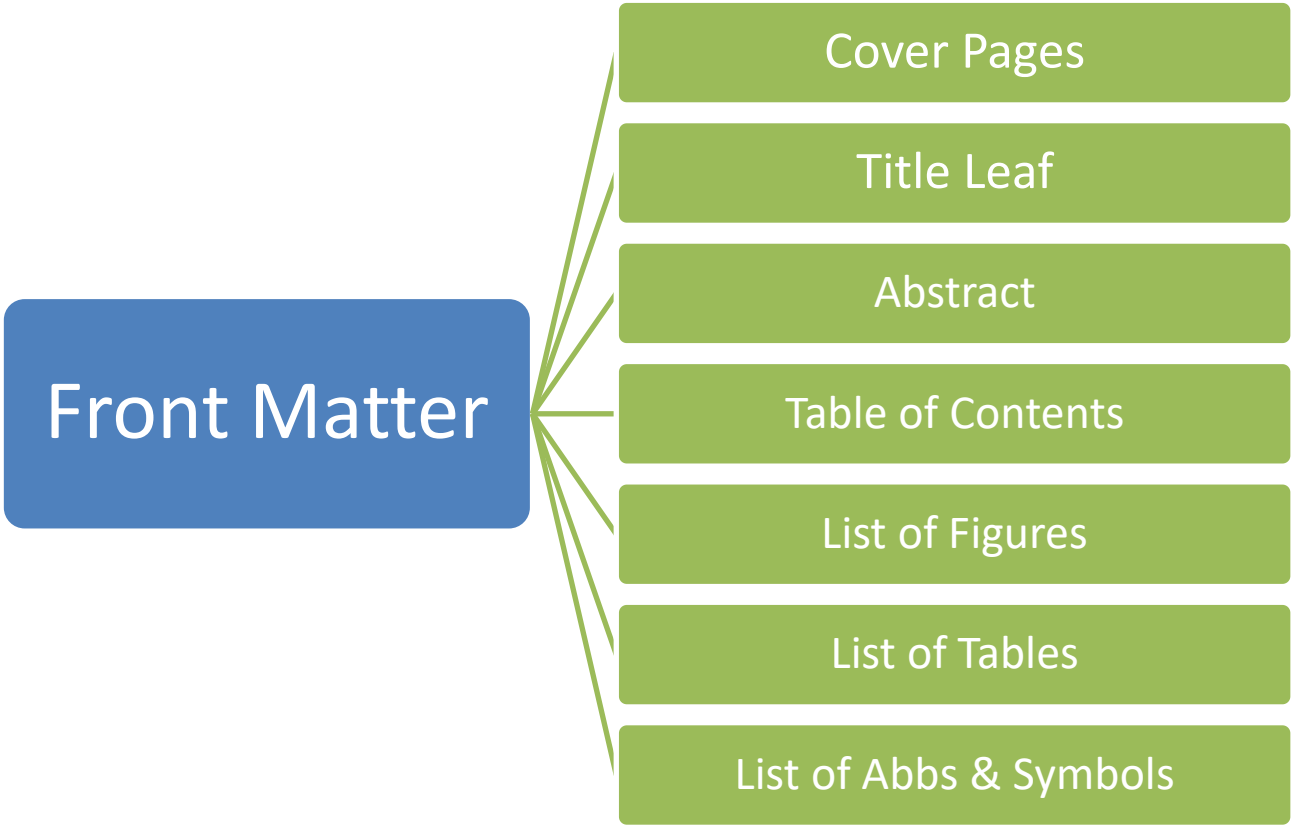
- Front Matter
- Main Body
- Annexes
- End Matter

Front Matter

- **Front Matter** is the introductory part of the technical report that is essential to help the readers find the important information about the report.

- Once found, the front matter will help the reader to quickly decide whether the material contained within the report pertains to what they are investigating.

Front Matter



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Front Matter Elements

Front Cover and Title Leaf

- A front cover sheet and/or title leaf is a **must** for a Technical Report.
- You should distinguish the (inner) title leaf from the (outer) front cover sheet.

- **Rule:** the title leaf always contains more information than the front cover sheet.
- The Supervisors names must be listed on the title leaf


Department of Mechanical Engineering

Hochschule Hannover

H

Design of a lifting platform for maintenance and repair of small aircrafts

Development Report

Michael Bloom
Carl Ramblovsky
Thomas Smith
Lewis Vandenburgh

Front Cover and Title Leaf

- The title leaf is **not always required** in technical writing.
- It is **essentially included** in research papers, large reports, theses, studies, proposals, manuals and guides.
- It is **not important** to add the title leaf in short reports, handovers, maintenance sheets, or technical specification reports.

Department of Mechanical Engineering

Hochschule Hannover

H

Design of a lifting platform for maintenance and repair of small aircrafts

Development Report
SS 06

supervised by:

Prof. Dr. L. Holz

written by:

Michael Bloom, 935648
Carl Remblovsky, 945561
Thomas Smith, 948823
Lewis Vandenburgh, 936712

Front Cover: Minimum Information

- Logo and Institution Name
- Title of the work in large font
- Type of report in a smaller font
- Author/s Name/s in medium font

Title Leaf: Minimum Information

- Logo and name of the institution
- Title of the work in large font
- Type of report in smaller font
- Written by: Author/s
- Supervised by: Supervisor/s (if applicable)
- Date and version number

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Front Cover and Title Leaf: Common Mistakes

1. The name of the institution is missing on the top of the page.

2. The name of the university is correctly specified, but the name of the department and/or institute are missing.

3. The title (essential) is written in a too small font size, while the type of report (not so important) is much larger than the title.

Front Cover and Title Leaf: Common Mistakes

Design
and
Calculation 1

Report about the task:
Automatic gear-switching for a Bicycle gear-box

WS 13/14

Mistaken Cover

University for Applied Sciences Hannover
Faculty II - Mechanical Engineering and
Bio Process Engineering

Automatic gear-switching for a bicycle gear-box

Design Report

J. Miller
W. Michalsky
M. Smith
U. Swanson

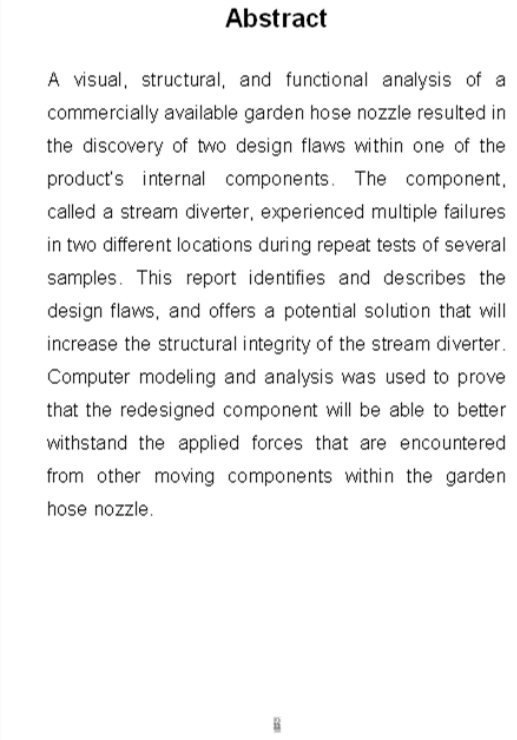
Correct Cover

Abstract

- **Abstract** is a brief overview of the purpose, scope, and findings contained in the report.

- You may ask now a good question:

What is the difference between an abstract and a summary?



Abstract

A visual, structural, and functional analysis of a commercially available garden hose nozzle resulted in the discovery of two design flaws within one of the product's internal components. The component, called a stream diverter, experienced multiple failures in two different locations during repeat tests of several samples. This report identifies and describes the design flaws, and offers a potential solution that will increase the structural integrity of the stream diverter. Computer modeling and analysis was used to prove that the redesigned component will be able to better withstand the applied forces that are encountered from other moving components within the garden hose nozzle.

Abstract: difference between abstract and Summary

	Abstract	Summary
Purpose	Provides a brief overview of a larger document, such as a research paper or technical report.	Offers a concise restatement of the main points or findings of a document, often for a broader audience.
Content	Summarizes the main objectives, methods, results, and conclusions. It often includes keywords and is designed to help readers quickly understand the scope and significance of the work.	Can cover various features of the document, including key findings, or recommendations, but is less organized than an abstract.
Length	Typically, 150-300 words.	Can vary widely in length, depending on the context and audience.
Placement	Usually appears at the beginning of a document, often before the introduction.	May appear at the end of a document, within a report.

Table of Contents (TOC)

- The **Table of Contents (TOC)** lists the title and beginning page number of each major section within the report.

- TOC is usually constructed in the final steps of writing a report after the page numbers are added and the format is justified.

✖ 5.1 Experiment set-up 35–36

✓ 5.1 Experiment set-up 35

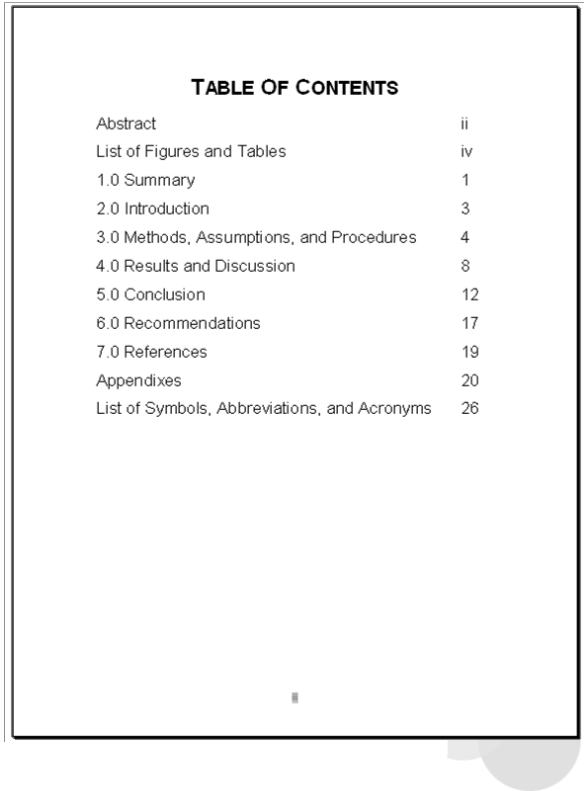


TABLE OF CONTENTS

Table of Contents (TOC)

- **Note that:** the page numbering starts from first page in the **report body** excluding the **front matter** pages.
- Sometimes the front matter is numbered in special numbering theme different from the traditional one.
- i.e: report body is numbered 1,2,3,..etc. while front matter is numbered i,ii,iii,..etc.

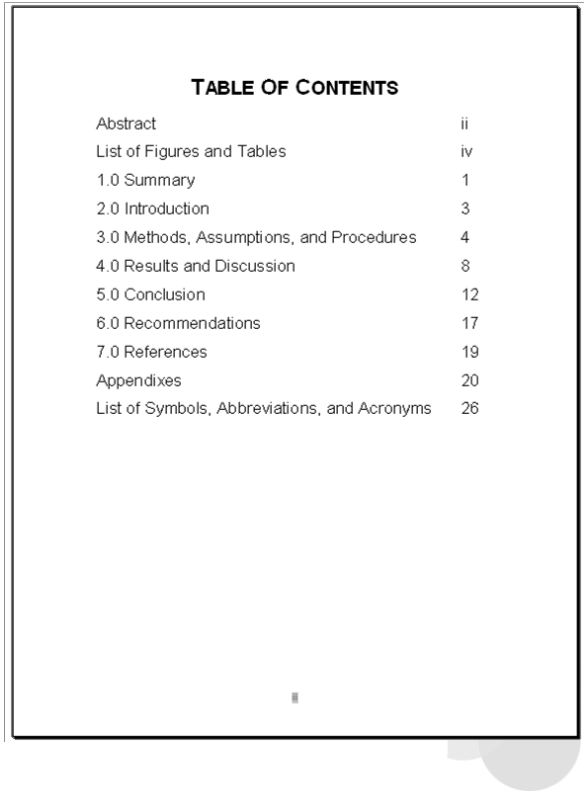
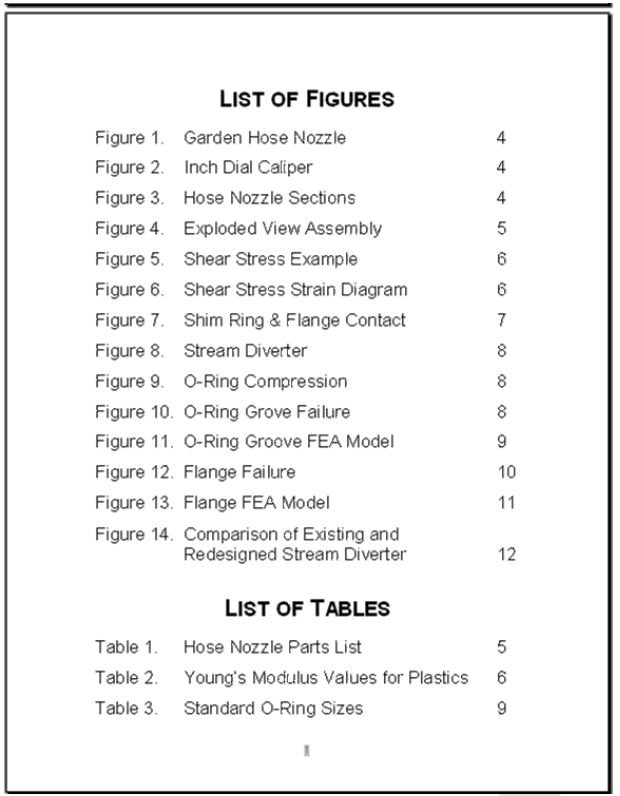


TABLE OF CONTENTS

List of Figures & List of tables

- The list of figures and the list of tables help the reader to locate illustrations, drawings, photographs, graphs, charts, and tables of information contained in the report.

- The figure/table number and captain is listed with the page it is placed in.

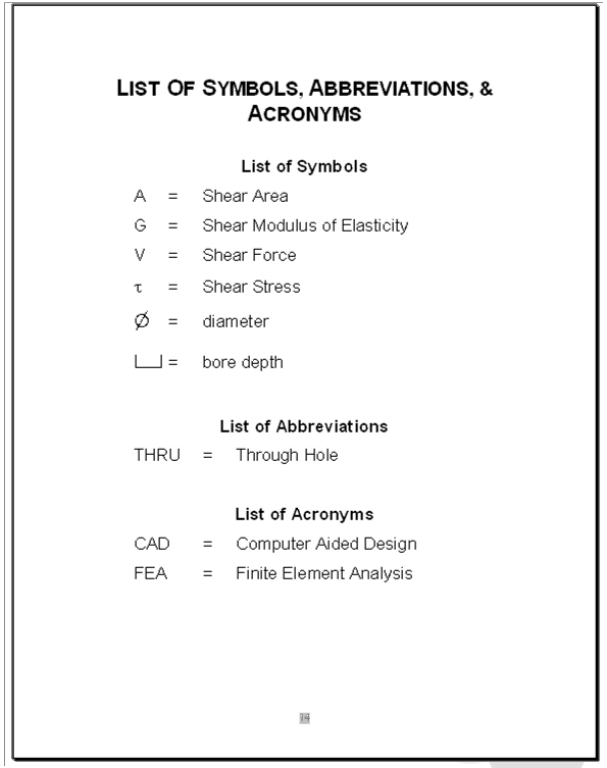


LIST OF FIGURES

LIST OF TABLES

List of Abbreviations and Symbols

- The list of abbreviations and symbols are placed in a report to help the reader understand different abbreviations and symbols and what they stand for.
- If more than **five symbols**, abbreviations, or acronyms are used in the report, they are to be listed with their explanation.
- Abbreviations and symbols are usually listed in **alphabetical** order.



LIST OF SYMBOLS, ABBREVIATIONS, & ACRONYMS

List of Symbols

A	=	Shear Area
G	=	Shear Modulus of Elasticity
V	=	Shear Force
τ	=	Shear Stress
Ø	=	diameter
⌴	=	bore depth

List of Abbreviations

THRU	=	Through Hole

List of Acronyms

CAD	=	Computer Aided Design
FEA	=	Finite Element Analysis

Questions??