HUM231 - Presentation Skills and Technical Writing

Lecture 3 : End Matter

Lecture contents

- Post Planning Phase
- Technical Report Parts
- Front Matter

Technical Report Parts

Front Matter

Main Body

Annexes

End Matter

End Matter

- **End Matter** supplements and clarifies the body of the report, make the body easier to understand and shows where additional information can be found.

- End matter is optional. Not all technical documents include end matter.

- End matter basically exists in **books**.

End Matter

End Matter

- Appendixes
- Bibliography/ Reference List
- Index
- Glossary
- Distribution List
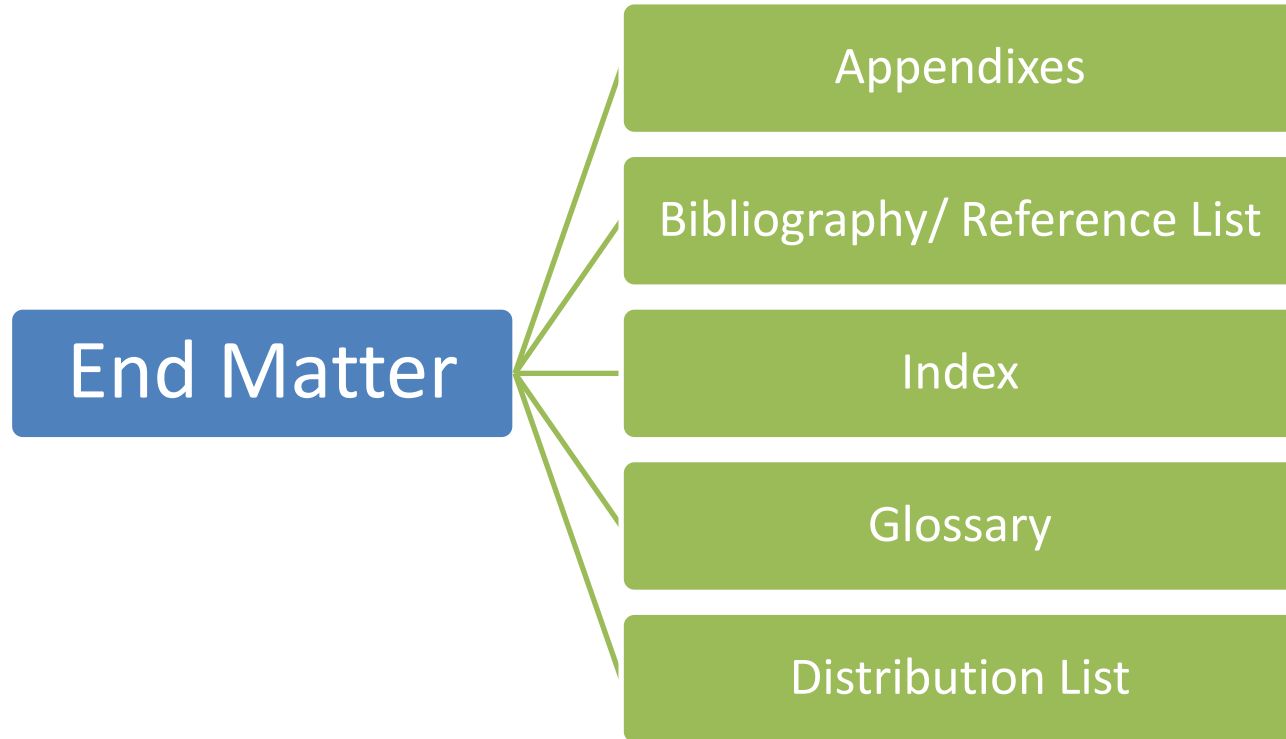
Appendixes

- Anything that cannot be left out of a report but is too large for the main part of the report and would serve to distract or interrupt the flow, belongs in the **Appendixes**.

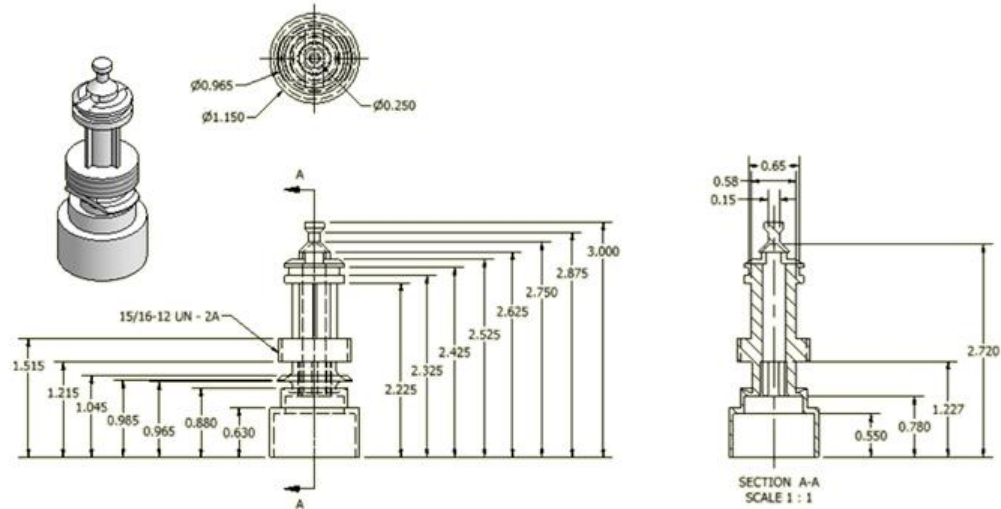- Sometimes the technical report may include more than one appendix.

Appendixes

- Appendixes may include:

Large tables of data	Detailed explanations and descriptions of test techniques and apparatus
Flowcharts	
Mathematical analysis	
Large illustrations	Technical drawings

Appendix A
Hose Nozzle Part Drawings

Bibliography/ References List

- A **bibliography** or **Reference list** is a list of all the sources that are used in the process of writing the technical report.

- A bibliography includes all sources whether they are referenced in the report body or not.

- It is usually used in books or technical reports.

Bibliography

I. Books

Author Last Name, First Initial(s). (Year). *Title of the Book*. Edition (if applicable). Publisher. DOI or URL (if applicable).

- Doe, J. (2060). *The Future of Technology in Education*. 2nd ed. TechPress.
- Smith, A. (2061). *Advanced Robotics and AI*. Robotic Publishing.
- Taylor, E. (2062). *Global Sustainability and Innovation*. EcoWorld Publications.

II. Journal Articles

Author Last Name, First Initial(s). (Year). Title of the article. *Title of the Journal, Volume*(Issue), page range. DOI or URL (if applicable).

- Miller, T. (2062). Emerging trends in artificial intelligence. *Journal of Advanced Computing, 45*(3), 123-145. https://doi.org/10.1234/jac.2062.12345

- Johnson, L. (2063). The impact of renewable energy on global economies. *Global Economic Review, 59*(1), 67-89. https://doi.org/10.5678/ger.2063.09876

- Reed, S. (2060). Cybersecurity in the quantum era. *Journal of Cyber Defense, 32*(4), 256-274. https://doi.org/10.3456/jcd.2060.56789

III. Websites

Author Last Name, First Initial(s), or Organization Name. (Year, Month Day). Title of the

Bibliography/ References List

- While the reference list includes only the referenced sources.

- It is usually used in scientific articles or theses.

References

Ajzen, I. (1991). The theory of planned behavior. Organizational Behavior and Human Decision Processes, 50, 179–211.

Ajzen, I., & Fishbein, M. (1980). Understanding attitudes and predicting social behavior. Englewood Cliffs, NJ: Prentice-Hall.

Anderson, J. C., & Gerbing, D. W. (1988). Structural equation modelling in practice. A review and recommended two-step approach. Psychological Bulletin, 103(3), 411–423.

Bagozzi, R. P., Yi, Y., et al. (1991). Assessing construct validity in organizational research. Administrative Science Quarterly, 36(3), 421–430.

Bearden, W. O., & Teel, J. E. (1983). Selected determinants of consumer satisfaction and complaint reports. Journal of Marketing Research, 20(1), 21–28.

Index

- An **index** is a detailed alphabetical listing of topics, terms, and concepts found in a document, along with page numbers or sections where they can be found.

- It helps readers quickly locate specific information or topic within the document.

- Entries are listed alphabetically by topic or term.

Glossary

- **Glossary** contains technical terms and explanations of these terms.

- It is helpful, if the Technical Report deals with a specific field and the readers may not completely know the relevant terminology of this field.

Glossary

Term	Definition
Bedrock	The layer of solid rock found underneath looser layers of gravel, soil, etc.
Phoneme	The individual sounds in a language which distinguish different words from one another.
Statistical power	A metric used in research to carry out various tests in a data set.
Pearson correlation coefficient	A method used for measuring linear correlation.
Effect size	A method of measuring the differences between two variables in quantitative research.

Distribution List

- A **distribution list** is a gathered list of individuals or groups that are selected to receive specific communications, such as emails, reports, or updates.

- Distribution lists provide you with a way to quickly and easily send an e-mail to a group of people.

- Contacts provided in the distribution list may be team members, management supervisors or higher management, sponsors, support staff administrative personnel or technical support teams, or external contacts consultants, vendors, or external partners who are involved in collaborations or require updates.
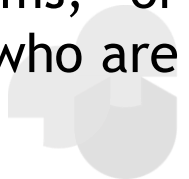
Adds On

- In some types of technical reports, it is recommended to add more documents before the report body and back to the front matter, these are called the **Adds On**.

- Adds on are like acknowledgement, executive summary or technical specifications.

Inserting Front and End Matters

- Despite the importance of front and end matters in a technical report, they are the last content written in a technical report.

- Since some parts of the front and end matters depend on page numbering, the body of the report should be finalized and numbered before constructing front and end matters.

Questions??