

A close-up, slightly angled view of a large stack of papers and folders. The folders are in various colors, including yellow, red, blue, and white. The papers are white and some have text or diagrams on them. The stack is thick and appears to be organized. The text 'Reports & Proposals' is overlaid in a large, blue, sans-serif font.

Reports & Proposals



Technical Writing

Agenda

- Formatting & sections
- Persuasive & professional writing

Types of Engineering Reports



Proposals



Summaries

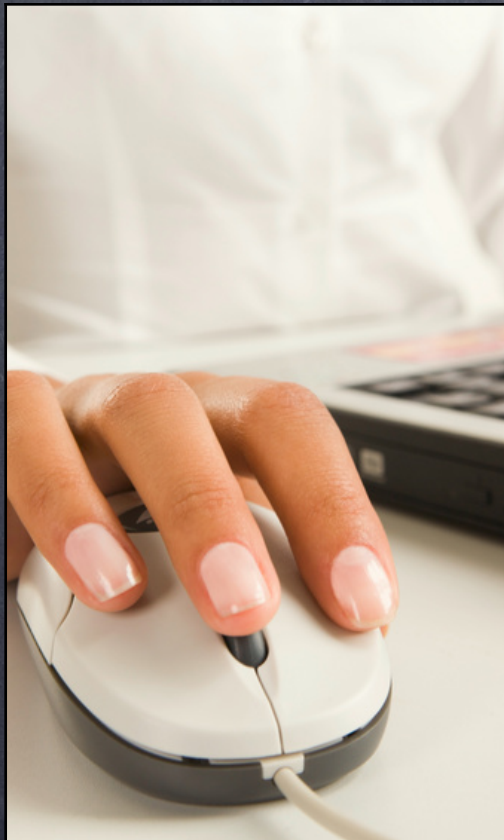


Site Reports

A photograph showing a hand using a pen to fill out a 'T.P.S. REPORT COVER SHEET' form. The form is titled 'INITECH T.P.S. REPORT COVER SHEET' and contains various fields for project information, including 'Project Code', 'Customer', 'Data Loss', 'Target Run Date', 'Reference Guide', 'Program Run Time', 'Program Language', and 'Number of Error Messages'. A large 'CONFIDENTIAL' watermark is printed diagonally across the bottom of the form.

Status Updates

Types of Engineering Reports



Summaries

- Audience
- Purpose
- Length
- Characteristics

Types of Engineering Reports



Site Reports

- Audience
- Purpose
- Length
- Characteristics

Types of Engineering Reports



Status Updates

- Audience
- Purpose
- Length
- Characteristics

Types of Engineering Reports



























Proposals

- Audience
- Purpose
- Length
- Characteristics

Common Sections

- Title page
- Letter of transmittal
- Table of Contents
- Table of Figures
- Executive Summary

Common Sections

				
Title page				
Letter of transmittal				
Table of Contents				
Table of Figures				
Executive Summary				



Always



Maybe



Never

**MITIGATING NEGATIVE ASPECTS OF THE INTEGRATED
LEARNING CENTER CONSTRUCTION
PHASE I**

Prepared for
Sharon Kha, Associate Vice President of University Communications
University of Arizona

Prepared by
Jamie Williams, Shannon Pheley,
Shana Silverman, Novita Suryani,
and Jerrod Butler
Undergraduate Students
University of Arizona

April 29, 1999

All caps,
Centered

Client,
Centered

Team
Members
Centered

Submit Date,
Centered

Memorandum

Date: April 29, 1999
To: Sharon Kha, Associate Vice President of University Communications
From: Jerrod Butler, Jamie Williams, Shannon Pheley, Shana Silverman, and
Novita Suryani, Undergraduates in Communications 312
Subject: Mitigating Negative Aspects of the ILC Construction, Phase I

We are submitting our recommendations for strategies that can be used to mitigate the negative aspects of the Integrated Learning Center digging phase.

Information was gathered from surveys that were distributed to more than 250 freshmen students. Enclosed are the results of the surveys highlighting the general consensus of freshmen students around campus. The questions asked within the survey pertain to life and success at the University without an Integrated Learning Center and how the Integrated Learning Center might benefit students lives and success at the University in the future.

Reviewing the data collected from our surveys it is apparent that half the students feel that the academic related facilities are adequate for their needs. However more than half of the students feel that they could have achieved greater success with a smoother transition to the University. This implies that there is definitely a need to improve current facilities. More than half the students also said they would not mind the inconveniences of construction if it would benefit their education. The current students do support the project for the most part but it is up to the University to prevent a negative impact upon the education of the students and to facilitate a positive environment for learning.

We believe that upon review of our proposal that you will have a more comprehensive approach to implementing effective ideas that will mitigate the inconveniences and negative aspects that may be imposed on students attending the University.

We thank you for your consideration in our proposal and for giving us the opportunity to participate in finding solutions to problems associated with this massive project that will be undertaken. If you have any questions about our report please contact us.

Memo format

Nature of report

Closing

Starts with
Executive
Summary

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Should
be page 6

Headings &
subheadings

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Organize
by type

Title &
page #

Executive Summary

- Cliff notes version of the proposal
- All main points, arguments & recommendations are summarized in 1-2 pages
- For longer reports 1 page per 20-30 pages of text

Common Sections

- Introduction to the problems
- Information based on your research
- Conclusions and justification

In text supplements

- Inserted in text at point in which they are discussed, or
- As an appendix

- Tables

- Charts

- Illustrations

- Photographs

- Maps

Tables

Table 1. Room Sizes at TCC

Name	Total Square Feet	Maximum Capacity
Grand Ballroom	20,164	1600
Copper	10,082	800
Turquoise	5041	400
Crystal	5041	400

Rental Rates

The rates for the rooms are daily. Payments are due thirty days prior to the event.

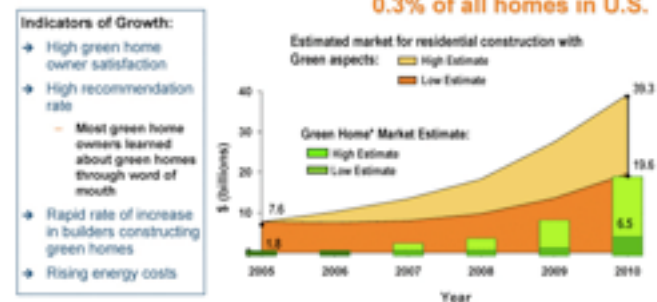
Catering service agreement is due with the deposit 60 days prior to the event. Menu

Graphs & Figures

building is that the houses will be green throughout every process they go through from building, to maintenance, and even to removal of the house and this is something that will be stressed throughout the three days of the conference (Builtgreen.net).

Green Home Building Market Expected to Increase

Current Green Home Market = \$1.8 billion;
0.3% of all homes in U.S.



* Green homes defined more narrowly as homes that contain elements in three of five environmental building categories

Graph 1

Green materials that this conference will be promoting and providing in building these

Photos & Images



Picture 2
The College of Architecture and Landscape Architecture
at the University of Arizona

The University of Arizona, more specifically The College of Architecture and Landscape (CALA) is also home to the Drachman Institute, which is a public service/outreach program that serves as a research center focusing on neighborhood and community development. The institute

Common Sections

- Conclusion & Closing Remarks
- References
- Appendixes
- Endnotes

References



- Critical to have references to all sources
- Leave a trail for the reader
- Another engineer might need to look up your sources for another project
- Cite and Cite often