

Guide to technical report writing

1. Introduction

A technical report is a formal report designed to convey technical information in a clear and easily accessible format. It is divided into sections which allow different readers to access different levels of information. This guide explains the commonly accepted format for a technical report; explains the purposes of the individual sections; and gives hints on how to go about drafting and refining a report in order to produce an accurate, professional document.

✓ 2. Structure

A technical report should contain the following sections;

Section	Details
Title Page	Must include the title of the report. Reports for assessment, where the word length has been specified, will often also require the summary word count and the main text word count
Summary	A short summary of the whole report including important features, results and conclusions
Contents	Numbers and lists all section and subsection headings with page numbers
Introduction	States the objectives of the report and comments on the way the topic of the report is to be treated. Leads straight into the report itself.
The sections which make up the body of the report	Divided into numbered and headed sections. These sections separate the different main ideas in a logical order
Conclusions	A short, logical summing up of the theme(s) developed in the main text
References	Details of published sources of material referred to or quoted in the text (including any lecture notes and URL addresses of any websites used)
Bibliography	Other published sources of material, including websites, not referred to in the text but useful for background or further reading.
Acknowledgements	List of people who helped you research or prepare the report, including your proofreaders
Appendices (if appropriate)	Any further material which is essential for full understanding of your report (e.g. large scale diagrams, computer code, raw data, specifications) but not required by a casual reader

3. Presentation

For technical reports required as part of an assessment, the following presentation guidelines are recommended;

Script	The report must be printed single sided on white A4 paper. Hand written or dot-matrix printed reports are not acceptable.
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Margins	All four margins must be at least 2.54 cm
Page numbers	Do not number the title, summary or contents pages. Number all other pages consecutively starting at 1
Binding	A single staple in the top left corner or 3 staples spaced down the left hand margin. For longer reports (e.g. year 3 project report) binders may be used.

4. Planning the report

There are some excellent textbooks contain advice about the writing process and how to begin (see section 16). Here is a checklist of the main stages;

- Collect your information. Sources include laboratory handouts and lecture notes, the University Library, the reference books and journals in the Department office. Keep an accurate record of all the published references which you intend to use in your report, by noting down the following information;

<u>Journal Article</u>	<u>Book</u>
author(s)	author(s)
title of article	title of book (<i>italic or underlined</i>)
name of journal (<i>italic or underlined</i>)	edition, if appropriate
year of publication	publisher
volume number (bold)	year of publication
issue number, if provided (in brackets)	
page numbers	

N.B. the listing of recommended textbooks in section 16 contains all this information in the correct format.

- Creative phase of planning. Write down topics and ideas from your researched material in random order. Next arrange them into logical groups. Keep note of topics that do not fit into groups in case they come in useful later. Put the groups into a logical sequence which covers the topic of your report.
- Structuring the report. Using your logical sequence of grouped ideas, write out a rough outline of the report with headings and subheadings.

5. Writing the first draft

Who is going to read the report? For coursework assignments, the readers might be fellow students and/or faculty markers. In professional contexts, the readers might be managers, clients, project team members. The answer will affect the content and technical level, and is a major consideration in the level of detail required in the introduction.

Begin writing with the main text, not the introduction. Follow your outline in terms of headings and subheadings. Let the ideas flow; do not worry at this stage about style, spelling or word processing. If you get stuck, go back to your outline plan and make more detailed preparatory notes to get the writing flowing again.

Make rough sketches of diagrams or graphs. Keep a numbered list of references as they are included in your writing and put any quoted material inside quotation marks (see section 11).

Write the Conclusion next, followed by the Introduction. Do not write the Summary at this stage.

TENDER

It is an invitation from the owner to the contractor to execute some work at specified cost in specified time. It is published in the form of tender notice in news papers, notice boards, gussets, etc. according to the cost of works.

Short Tender Notice

When work is to be completed very quickly or
**NO CONTRACTOR PREPERS TO ACCERT
THE WORK (THE TENDER IS
FLOATED).**

then a notice with short duration is again published by the client. Such a tender notice is called
'SHORT TENDER NOTICE'

The terms and conditions remain the same as that for ordinary tender notice.

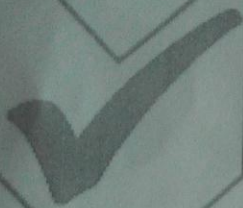
18. Insistence on Income tax and sales tax clearance certificate
19. Amount of Security deposit to be paid/ deducted from running bills of contractors should be notified in the tender call notice
20. Mode of payment for work done
21. Power to reject tenders without assigning reasons
22. Penalty conditions for slow progress and delay in the completion of work
23. Designation of arbitration authority in case of disputes

Classification of tenders:-

1. Open tender— An oral talk or written document between the Engineer and the Contractor for certain small jobs to be performed. Sometimes it is advertised.
2. Sealed tender—Invited for important or huge projects; wide publicity is given; always written documents are made.



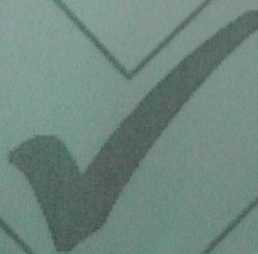
- Certificate of Incorporation
- Company Accounts (3 Years)
- Business Probity
- Company Structure Chart



- Employer's Liability Insurance Certificate
- Public Liability Insurance Certificate
- Accreditation Documents



- Health and Safety Policy
- Quality Assurance Policy
- Environmental Policy
- Equal Opportunities Policy



- Documents Supporting Technical Capability
- References
- Social Value Evidence

TENDER ADVERT/NOTICE

- Date of the tender Advertisement
- Client Name
- Project Name/ Tender Number
- Scope of Works/Scope Statement(brief)
- Class of Contractors- CIDB Grading, Gives an idea of the value of contract
- Tender documents/RFPS/RFQs- Place, date and Price of Purchase
- Technical Enquiries- Contact Person name and phone details
- Tender Briefing/Clarification/Compulsory Site Inspection- Place, date and time
- Tender delivery instructions(2-envelope/2-step/1-envelope
- Tender Submission Deadline-Place, date and time
- Tender Type- Open competitive
- Method of Evaluation/Adjudication (90/10, 80/20)
- Tenders of less than R500 000 in value are adjudicated according to the 80/20 preference point system. Tenders of over R500 000 in value are adjudicated according to the 90/10 preference point system.

Client name →

Project name →

પ્રકાર કાર્ય
(Scope of work) →



ORIENTAL BANK OF COMMERCE
(A Government of India Undertaking)

Where every individual is committed

TENDER NOTICE

Architectural Services for demolition of existing structure & construction of multi storied flats at 70 Sarathi Row House Memnagar Ahmedabad

Sealed offers are invited from reputed eligible Architectural firms under two bid system for Architectural Services for demolition of existing structure at **70 Sarathi Row House** and reconstruction of multi storied apartment for residential use for Bank's officers.

Interested firms meeting the prequalification criteria as mentioned in the technical bid should apply in the formats, available at Bank's web site www.obcindia.co.in under tenders section up to **15.00 hrs** on **19.07.2010** i.e. the last date of submission. The pre bid meeting will be held on **19.07.2010** at **Regional Office**, Chanakya Building 4th floor, near Dinesh Hall, off Ashram Road, Ahmedabad. Technical bids will be opened at **15.30 hrs. on the same day i.e. 19.07.2010** in presence of bidders/ representatives. The sealed bids (Technical bid and price bids) should be submitted separately in another sealed envelope super-scribing as "Application for providing architectural services for (1) Demolition of existing structure at 70 Sarathi Row House Memnagar Ahmedabad and (2) Reconstruction of multi storied flats at 70 Sarathi Row House at 70 Sarathi Row House Memnagar. Technical bid should be accompanied by Pay order/demand draft amounting to **Rs 1000.00 (non refundable)** in favour of Oriental Bank of Commerce, payable at Ahmedabad.

The Oriental Bank of Commerce reserves the right to reject any or all applications without assigning any reasons.

Date : 28-6-2010

Place : Ahmedabad

General Manager

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your proofreaders
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TENDERING

