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PART ONE

[step 1]

I found this document on the internet, it was published by the department of Computer Science in University of Canterbury.

[step 2]

The document I chose is a technical report used in the field of computer science.

[step 3]

The above document is numbered from 1 – 8 with red numbers.

[step 4]

1. Contains the title of the technical report that gives a general idea of what the report will be about. It also contains the name of the contributors, what organization they belong to, and their contact information.
2. This is the abstract summary of the main points to be covered by the report to help the reader get a main idea of what he or she is about to read.
3. Is the introduction part of the report that informs the reader on the reasoning and purpose behind the report. In this case it covers the purpose of why the specified software component was created or added.
4. This is the body of the report and here is where the main points and are stated in detail. In this case the report focuses on the software visuals explaining them in detail.
5. Here is where the report brings up any issues or challenges encountered during the creation or implementation of the project. In this case it talks about challenges encountered by software engineers by the software visuals.
6. Flow chart to give the reader a clearer understanding on how the project is working behind the scenes using visual components.
7. Images of the result of the project, in this case software visuals, that help the reader see what was created and why.
8. This is the conclusion summing up the main points of the report and giving any insight on any future work that may come from this project.
9. States any and all references used to make the project and technical report.

[step 5]

I have made a technical report in the past; however, it was less formal and technical than the one shown above. If I were to make a technical report of this nature, I would include an appropriate title that sums up the subject of the report. Followed by an abstract summary of the report but in less technical terms so that the general public can form an idea of what will be discussed. The introduction should be worded simply as well so that most can follow along and relate to the problem or issue.

This report does a good job of using visual queues such as graphs, window layout, and examples which are helpful to understand the report. However, I would add a brief description next to each image

to help the reader get a faster or easier understand of what is going on. I would also add more spacing between paragraphs, images, and charts to give the report a more pleasant appearance and better readability.

PART TWO

Computer science along with other engineering fields use technical reports to give detailed information on a given project or product. Usually these reports are used to demonstrate the success of failure of a project or product or to convince an interested outside party. However, due to the terminology or jargon used in that specified field technical reports can be hard to understand by others outside that genre. This is why technical reports have to be written in as much detail with visual aids to allow others outside the field to follow along as well.

Technical reports are suited for computer science because they go in depth into the target project, giving detailed information on its purpose and those of any internal or external components. In computer science technical reports will most likely contain flow charts on how a project works, charts with results or statistics, and will reference algorithms used to show efficiency. Technical components such as the programing language used, algorithm used, and the specific set up of components can be explained efficiently in a technical report and give the reader a clear understanding of what's going on.

This will most likely be different for other fields, such as in a criminal justice or education genre, this fields would probably not reference algorithms or have flow charts on functionality. Aside from algorithms and flow charts, technical reports are similar in other fields, such as they all contain an abstract summary, an introduction, a conclusion, references, and any charts needed to show results.