ES 100: Technical Writing

Missing Lecture Report

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­When styling a technical report, it is important to be precise to avoid ambiguity. It is also important to avoid unnecessary complexity and wordiness to make sure that the concept is easy to understand. Furthermore, the writing should be fact and evidence based and lack subjectivity. To do this, first person and casual writing should be avoided as they are inappropriate for an academic paper.

The introduction of a technical report should explain the rationale behind the project and signify the bigger impact. It should include a literature review with existing products and patents as well as a thesis statement. However, it should not include highly specific details of the project to avoid confusing readers. To ensure that the report is easy to understand, a template structure is used in STEM disciplines. The organization is as such: cover page, table of contents, abstract introduction, methods, results, discussion, conclusion, acknowledgements, references, and appendices. For figures and tables, the titles and legends should be self-explanatory and be able to stand alone. They should look professional and be numerically specific. Abstracts should be a unique piece of writing that is concise (150-500 words) and includes the problem as well as the solution. Citations should be in the IEEE style with numbered parenthetical citations and listed in the order they are cited to streamline the writing. Posters should be clearly marked, simple, and logically ordered. In addition, it should have minimal text, bullet points, and a large font to make it easy for readers to visualize and understand the concepts.