

Writing a report for engineering

AIT Academic Writing Centre

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Aims of presentation

- To become familiar with the elements of planning and writing an engineering report
- To be more aware of the conventions required for including research in written text

What, Why, Who

Key Features

Planning

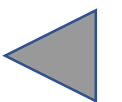
Note taking

Sections of a report

Drafting and Proof reading



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What, why and who?

What, Why, Who

Key Features

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What

A brief
explanation of
information
designed for
quick and easy
reading.

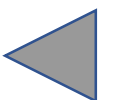
Why

To present
information
about your
work in a clear
and concise
manner.

Who

Supervisor,
senior manager,
new colleague.

Anyone who
needs
information on
what you are
working on.



Key Features of the report

What, Why, Who

Key Features

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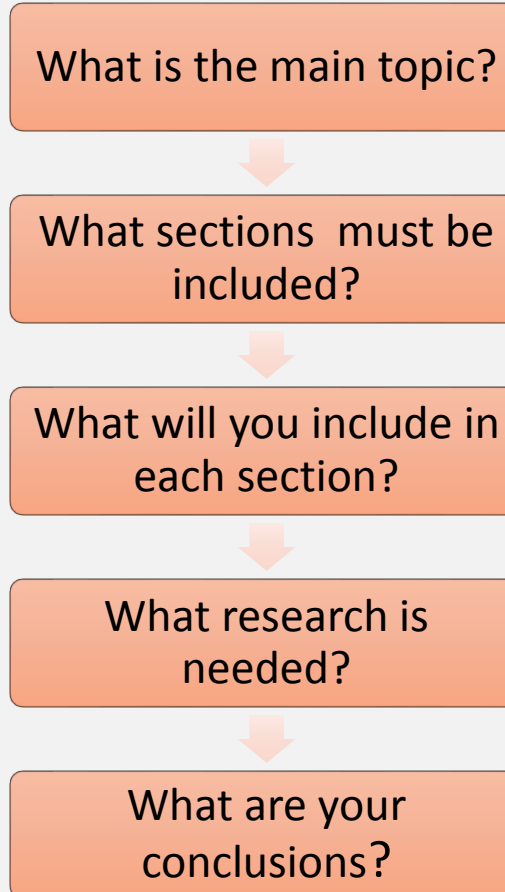
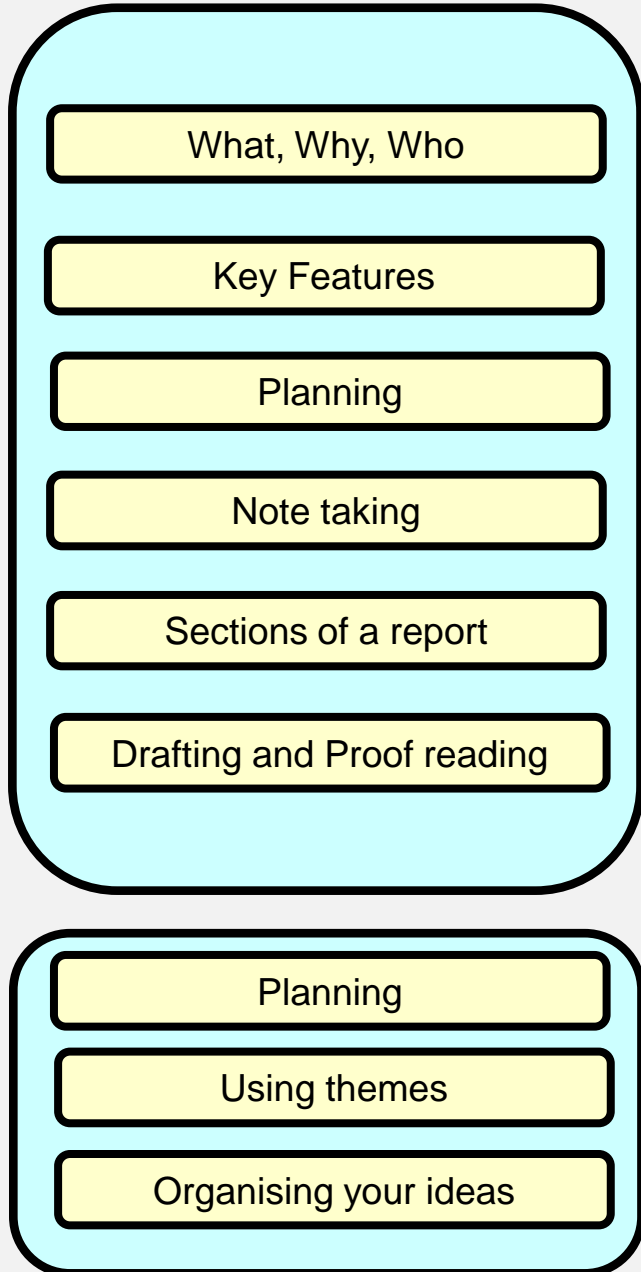
- Provides specific information on a topic
 - Shows a solution to a problem
 - Recommends a design
- Requires numbered headings and subheadings
- Uses figures and diagrams to explain specific information
- Designed for someone to choose specific areas to read by navigating headings



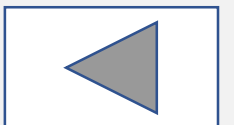
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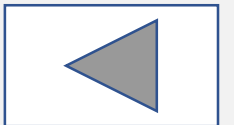
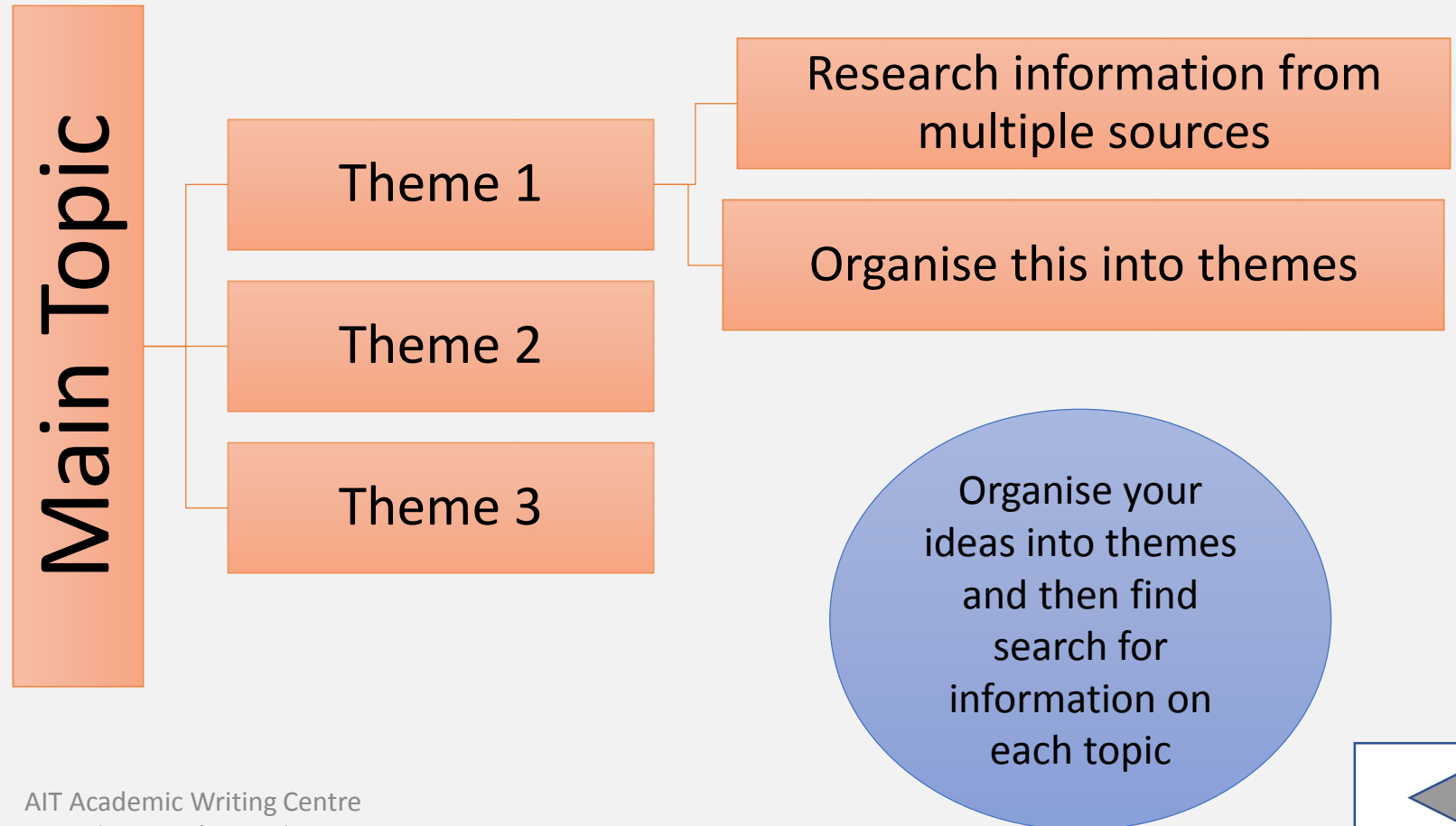
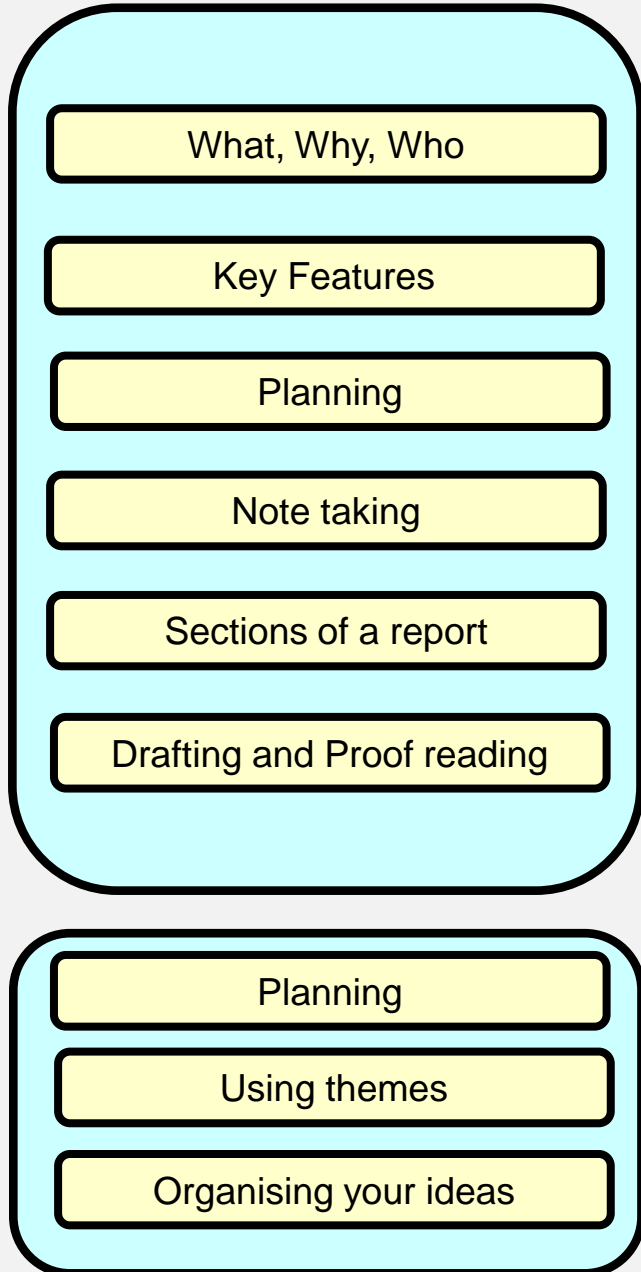
Planning your report



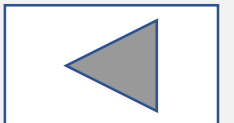
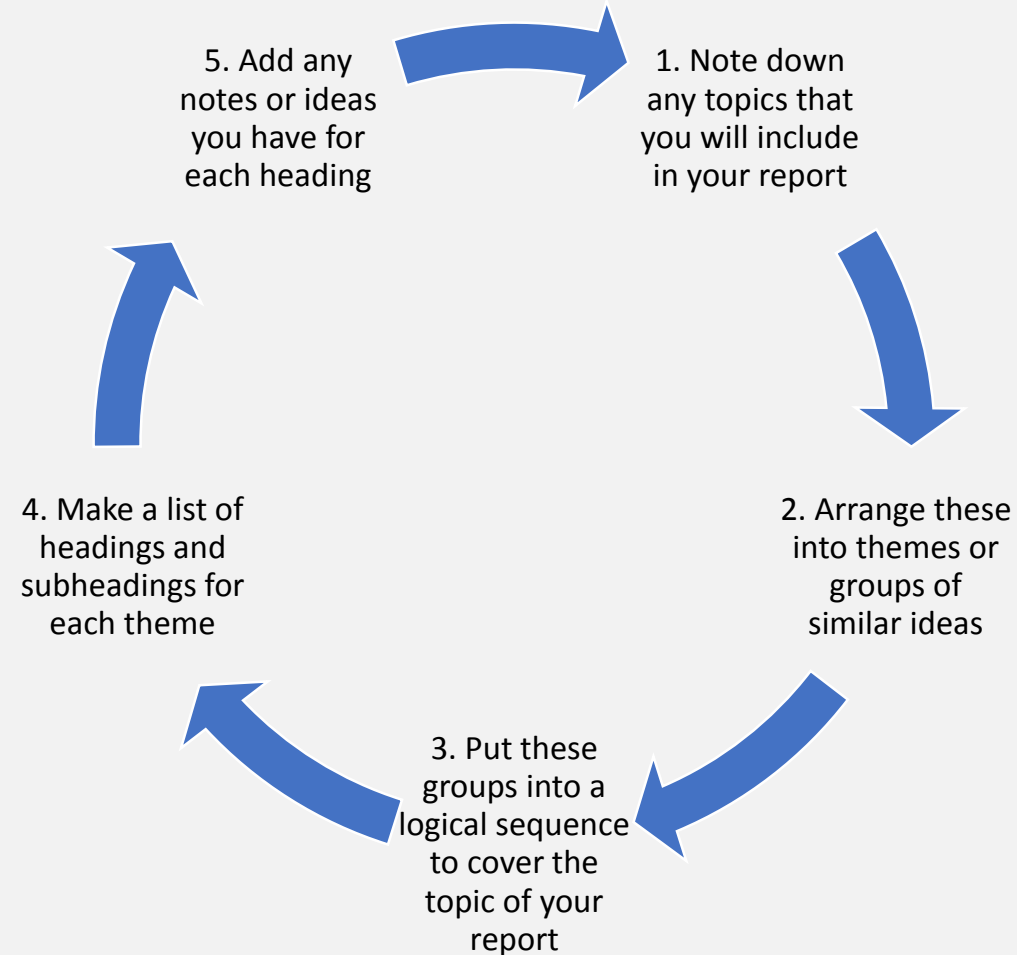
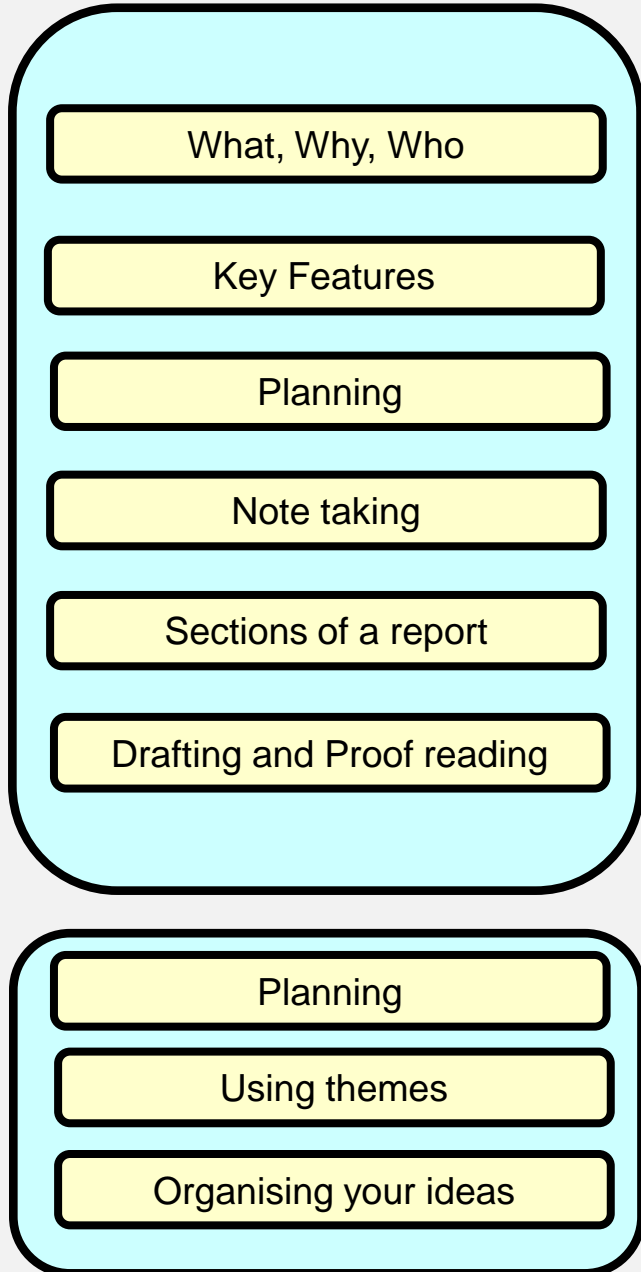
Before you start to write answer these questions so you know what you need to do



Using themes



Organising your ideas



Note taking

What, Why, Who

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Sections of a report

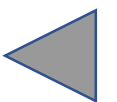
Drafting and Proof reading

- Always record the name and publishing details of the source you are using
- Add a heading based on your theme
- Note the key ideas only from the source material
- Make sure you include page numbers if necessary to indicate where the information can be found

Note taking

Collecting information

Example of note taking



Collecting information

What, Why, Who

Key Features

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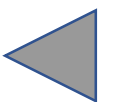
Drafting and Proof reading

Note taking

Collecting information

Example of note taking

- Find out what the current status of your topic is
- Use
 - current journals
 - reference books
 - handouts and lecture notes
 - Library databases
 - Websites (reputable and credible)
- Use the themes you have identified and collect information about each



Example of note taking

What, Why, Who

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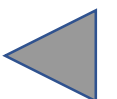
Drafting and Proof reading

Note taking

Collecting information

Example of note taking

Topic	Source	Notes
Solar benefits	Smith, J (2012) Using solar panels in housing. <i>Engineering News</i> , 4 (12) pp.72-74	More even heat Heat can be stored Low UV panels are available
	Edison, T. (2014) Towards solar power in housing. <i>Engineers Weekly</i> , 12 (2) pp.15-17	Distribution of heat is dependant on storage facility
Solar disadvantages	Richard, T. & Johnson, C. (2015) Are solar panels effective? <i>Engineering News</i> , 7 (3) pp. 162-168	Cost effectiveness can vary Need for backup power source



Sections of a report

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Sections of a report

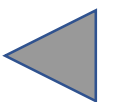
Drafting and Proof reading

Sections of report

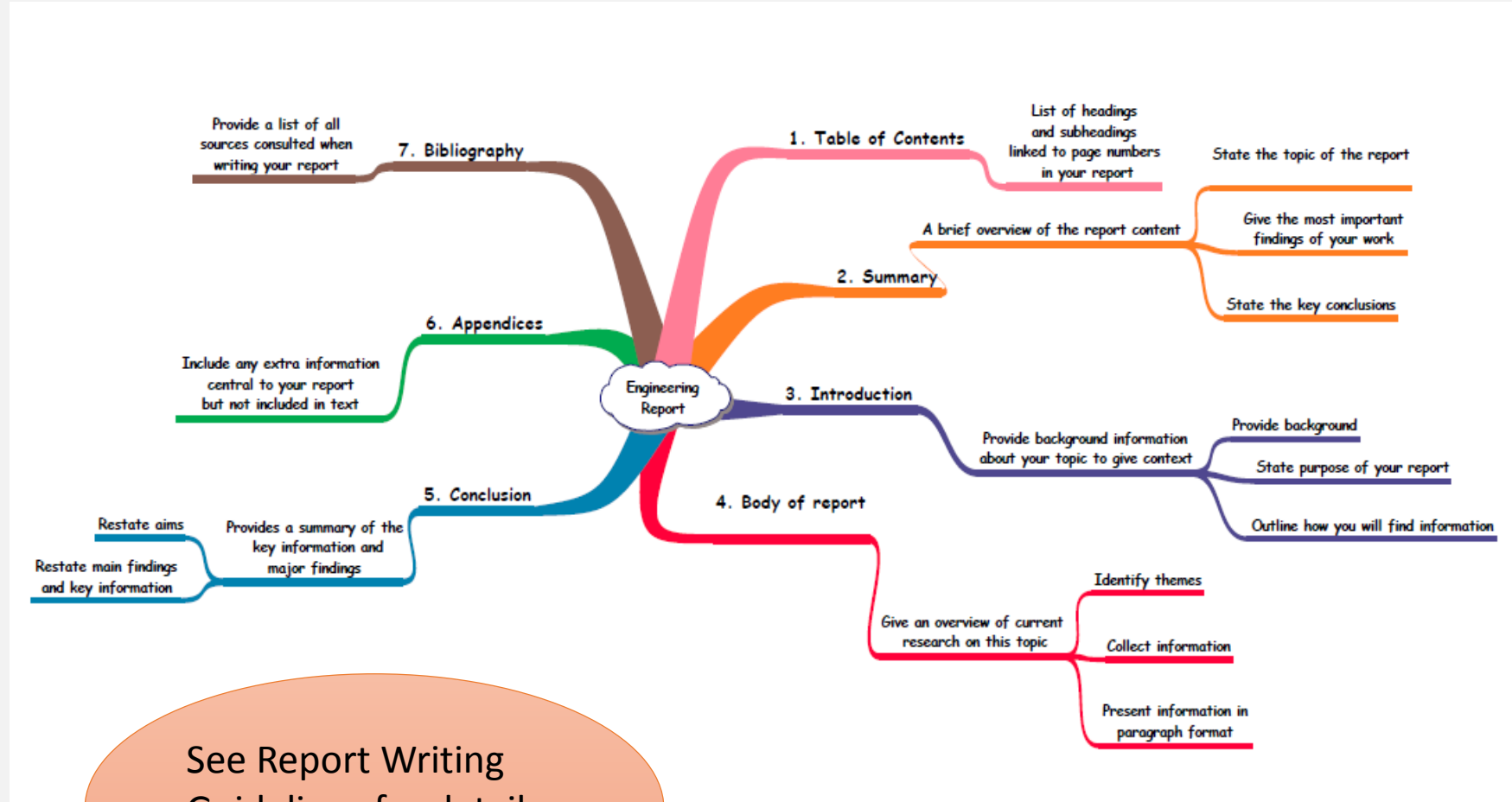
Mind map for sections of
report

- Title page
- Summary
- Table of contents
- Introduction
- Body of report
- Conclusions
- References
- Appendices

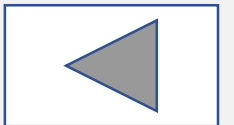
See Report Writing
Guidelines for
details of each
section



Mind map for sections of a report



See Report Writing
Guidelines for details
of each section



Drafting

What, Why, Who

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Sections of a report

Drafting and Proof reading

Drafting

Proof reading

1. Start with main body of report (follow your planning outline)

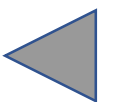
- Write the heading
- Present the information you have on the topic
- Include research if appropriate but make sure you include reference details (see section on referencing for details)
- Make rough diagrams and sketches

2. Then write the introduction

- Give any necessary background information on your topic
- State the aims of your investigation

3. Finally write the conclusion

- State whether you have achieved your aims
- Briefly summarise main ideas of your report
- Restate any major findings



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Drafting and Proof reading

Drafting

Proof reading

Proof reading

Always check your work:

1. Is your information accurate?
If not, make corrections.
2. Is your information complete?
If not, add what is missing.
3. Does each section say what I mean?
You may need to rewrite sections.
4. Are your sentences correct?
Check for missing words and extra words.
5. Check for spelling and grammar errors.

It is useful to ask
someone else to
have a look at your
work too

