MODULE.4

TECHNICAL REPORT WRITING

- What is technical report? Why do technicians need report writing?
- Characteristics of a good report.
 - I. Orderly.
- II.Objective.
- III Communication.
- IV. Factual information.

- Purpose of a report.
- Importance of a report.
- Types of Report.
- Objectives of Report .
 - I. Reports give information about plan, progress and problems of work site.
 - II. Reports record events for future reference.
- III Report recommend for specific action.

- iv. Reports provide justification and persuade readers about the need for action in controversial situations.
- v. Reports present facts to the management to help decide the direction for the future course of action.

- Planning and organizing information:
- Organizing involves two parts.

- Sequencing Information
 - i. Randomly.
 - ii.Sequentially.
- iii. Hierarchically.
 - Outlining Information.
 - An outline is a shape giving device. It is a valuable planning strategy. By making an outline, the writer structures the relevant ideas and groups them together on the basis of their importance.

- Writing of report.
- a. Cover Page.
- b. Title Page.
- c. Acknowledgement.
- d. Table of Contents.
- e. Abstract or Excusive Summary.
- f. Introduction.
- g. Objectives.

- d. Methodology.
- e. Discussion and Analysis of Findings.
- f. Recommendation.
- g. Conclusion.
- h. Bibliography.