

MODULE-4

TECHNICAL REPORT WRITING

Concept of report writing, Importance of report, Characteristics of a report, Formats, Structure of a technical report, Planning, Drafting, Referencing and Styling.

1. **Technical report:** Technical reports are the reports prepared by technical experts on a specific technical area. As these reports are meant for technical persons a lay-man may not interpret them properly. Unlike the general reports, technical jargons (technical terms) are frequently used in these reports to transmit the message among technical persons.
2. **Importance of Report:** A Report provides findings and offers recommendations based on systematic and scientific analysis of collected data. These recommendations are mostly the expert advices, which enable to take sound decisions and prompt actions.

3. **Characteristics of a good report:**

Characteristics of a good report are-

- Orderly: A report should always be orderly. .
- Objective: A report should always be impartial and objective.
- Communication: A report itself is an element of communication.
- Factual information: One of the ingredients of a good report is factual information.

(Pdf. File attached on 10-05-2020)

4. **Classification of Report:** Reports are known by the names from which they get their purpose and form these are:
 - Routine Reports-Reports made by filling in printed form
 - Letter Reports-Reports in the form of letters.
 - Memo Reports-Reports in the form of memos.
 - Progress Reports-Reports on the progress and status of a project.
 - Periodic Reports-Reports for keeping records, made routinely at regular intervals.
 - Laboratory Reports-Results on the results on the laboratory works.
 - Formal Reports-Reports on the results of laboratory work.

(Pdf. File attached on 10-05-2020)

5. **Structure of a technical report, Planning, Drafting, Referencing and Styling.**

Report should have some common features some of them are:

- **Cover Page:** Cover is the outer hard sheet used for the purpose of protecting the manuscript from damages and giving good appearance to the report.
- **Title Page:** The heading (title of the report) of a report should be short, clear and unambiguous.
- **Acknowledgement:** Acknowledgement contains expression of gratitude and indebtedness to the persons, institutions or the team members.
- **Table of Contents:** Long report must have table of contents placed after the acknowledgement and before the exclusive summary.
- **Abstract or Exclusive Summary:** An abstract or exclusive summary comes immediately after the title page itself. Normally, report has either an abstract or an exclusive summary based on the length of the report and expectations of readers.
- **Introduction:** The introduction of the report is prepared to introduce the subject matter of the report to the reader and to orient them to the problem at hand.
- **Objectives:** Every research work starts with certain objectives. Through the objectives the researcher wants to focus the issues that are to be addressed through the report.
- **Methodology:** Methodology is the set of methods that are followed at the time of preparation of a report. A research scholar needs to collect data (information) systematically by following some confined rules and regulations proposed by concerned authority.
- **Discussion and Analysis of Findings:** This is one of the main components of report. It discusses findings and makes an analysis of results.
- **Recommendation:** Usually research report contains recommendatory part which specifies a course of action to be taken. This part of report is based on the writer's interpretations derived from the findings of the report.
- **Conclusion:** A researcher summarizes the entire report in the conclusion. He/ She gives details of the viewpoints that have been included chapter-wise. In conclusion the researcher can give his/her judgment based on his/her in-depth study of the subject matter.

- **Bibliography:** All published and unpublished sources of information used in preparing the report should be listed in Bibliography. The standard format of documenting sources, the general system followed is either that of the Modern Language Association (MLA) or the American Psychological Association (APA)
- **Glossary:** The glossary is the list of technical or special terms used in a report or technical paper and is placed at the end of the report.

SUMMARY

1. Title Page
2. Acknowledgement.
3. Introduction-
 - a. Introduction of the problem.
 - b. Literature Review.
 - c. Possible Outcome
4. Objectives-
The goals that are to be achieved.
5. Methodology
Methods used by the researchers for the preparation of the report
 - a. Scope of study
 - b. Data Collection
6. Findings and analysis-
 - a. Result of the investigation.
 - b. Arrangement of data
7. Recommendations-
 - a. Provides actions to be taken.
 - b. Makes clear and definite suggestion.
 - c. Scope of further investigations.
8. Conclusions
Conclusion is the exclusive summary of the report
 - a. Chapter wise summary.
 - b. Research Scholar's experience.

(Pdf. File attached on 10-05-2020)

IMPORTANT QUESTIONS

1. Discuss the importance of report in the present day industrial set-up.

2. What is technical report? Write some characteristics of a good technical report.
3. Why has technical writing become so important for the industry and organization? Explain few types of technical writing method.
4. Write some characteristics of a technical report.
5. What are objectives of a report? Why is it essential to set objectives before report preparation?
6. What is abstract or exclusive summary? How does an abstract reflect contents of a report?
7. List and explain five important points of a long report.
8. Write the basic differences between findings and recommendations of a report.
9. How does proper methodology help in report preparation? Explain.
10. What is secondary data? What are the basic methods of secondary data collection?
11. What research ethics are related to a report? Why should a researcher follow ethics to prepare a report.
12. What is Bibliography? Mention some points of Bibliography preparation in APA format.
