

ECTE250

1

REPORT WRITING WORKSHOP 2 SPRING 2016

DR HEATHER JAMIESON
LEARNING DEVELOPMENT
HEATHERJ@UOW.EDU.AU

Program

2

- Last week: overview of reports
 - Purpose of reports
 - Examples of reports
 - Planning and structuring reports
 - Useful resources
- This week: structuring and drafting reports
- Next week: writing paragraphs and sentences
- Week 13: re-sit of writing task

Generic report structure – SIMPLE report

Introduction	Terms of reference / outline of report's structure
Body	A number of sections with headings and sub-headings which reflect the content of each section
Conclusion	State the major findings that can be drawn from the report

Example reports

(full text available in folder on Moodle site)

4

Some reports we looked at in class:

- Onsite wastewater management
- Direct solar energy
- Implantable medical devices
- Sample report: The effects of stress on business employees and programs offered ...
- The economics of load defection

(note that these are examples of complex reports)

Steps in report planning

5

1. define problem and purpose
2. define audience
3. decide what to include
4. collect information
5. sort and evaluate information
6. organise information
7. prepare outline

See further: <http://unilearning.uow.edu.au/report/1c.html>

ECTE250 2016 Writing Task 2: re-sit question

Report writing is an essential skill for professionals in Engineering and Information Sciences. **Write a short report (1-2 pages) providing guidelines on how to write a good technical report.**

Your answer should include a range of factors involved in report writing. Some examples are: typical report structure; the value of headings; points to consider in the inclusion of graphics; steps in planning and writing; and how to ensure reports are suitable to their audience and purpose.

Today's workshop – work in groups



- **Analyse** the question
 - What are you being asked to do?
- **Brainstorm** possible answers
 - What are the specific factors mentioned in the question?
 - What other aspects of report writing are relevant?
- Make a **heading structure** (not final)
 - E.g. intro/Heading A/heading B/Heading C/conclusion
- Write a paragraph for one of the headings

Outline of simple heading structure



- Intro
- Heading A (related to concept A)
 - ...
 - ...
- Heading b (related to concept b)
 - ...
 -
- Heading P (related to concept P)
 - ...
 - Etc
- Conclusion

Structure - Example 1



Introduction

.....

Factor X

....

Factor Y

...

Factor Z

....

Conclusion

.....

Structure - Example 2



Introduction

.....

Xxxx

...

Yyxy

....

Pppp

...

Conclusion

.....

Questions, comments?

11

Report writing resources

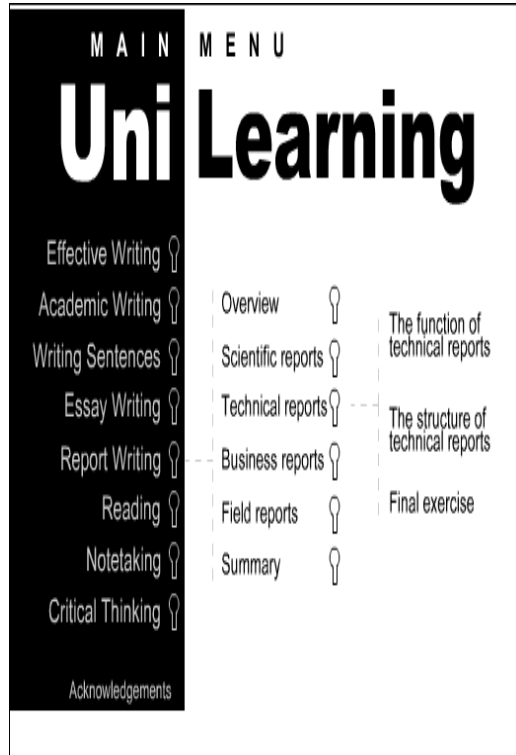
12

- Academic phrasebank
 - <http://www.phrasebank.manchester.ac.uk/>
- Guidelines for writing report in Engineering (Monash University)
 - <http://www.eng.monash.edu.au/current-students/download/guidelines-writing-reports.pdf>
- Guide to Technical Reports (Sussex University)
 - <http://www.sussex.ac.uk/ei/internal/forstudents/engineeringdesign/studyguides/techreportwriting>
- Unilearning
 - <http://unilearning.uow.edu.au/report/>

✧ (see more detail on next page)

Unilearning resources

13



<http://unilearning.uow.edu.au/report/3a.html>

<http://unilearning.uow.edu.au/report/3b.html>

<http://unilearning.uow.edu.au/report/3biii1.html>

<http://unilearning.uow.edu.au/report/3biv1.html>

<http://unilearning.uow.edu.au/report/3bv1.html>

<http://unilearning.uow.edu.au/report/3bvi1.html>

Next week: writing paragraphs and sentences.

These slides will be on the Moodle site (Report writing resources)

Thank you for coming and happy writing.

