

Technical Report

Introduction

A technical report is a formal report designed to convey technical information in a clear and easily accessible format. It is divided into sections which allow different readers to access different levels of information. This guide explains the commonly accepted format for a technical report; explains the purposes of the individual sections; and gives hints on how to go about drafting and refining a report in order to produce an accurate, professional document.

The major focus of this technical writing course is the technical report. Just about everything you study, everything you write, is geared toward preparing you to write this final report. The early, short assignment involving instructions or descriptions and the like give you practice using headings, lists, notices, and graphics; in handling numbers and abbreviations; and of course in producing good, clear, well-organized writing.

For many students, the technical report is the longest document they've ever written. It normally involves some research; often the information comes not only from published sources in the library, but also sources outside the library, including nonpublished things such as interviews, correspondence, and video tapes. It may also be the fanciest document; it uses binding and covers and has special elements such as a table contents, title page, and graphics.

Your job in this unit then is define the following:

- *Report topic:* Decide what subject you are going to write on; narrow it as much as possible.
- *Report audience:* Define a specific person or group of people for whom you are going to write the report. Define the circumstances in which this report is needed.
- *Report purpose:* Define what the report will accomplish—what needs of the audience it is going to fulfill.
- *Report type:* Decide on the type of report—for example, technical background report, feasibility report, instructions, or some other.

You can do these in any order; for some people, it helps to start by defining an audience or a report type first. For others, beginning by picking a topic is more stimulating. Once you have defined these elements, you can start testing your report-project ideas by asking yourself these questions:

- Is there hard, specific, factual data for this topic?
- Will there be at least one or two graphics?
- Is there some realistic need for this report?

Introduction In A Technical Report

Michael Rajnik



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