

# Report Writing

By Doug Knight

## ***Why is an engineer in an English class?***

Engineers must communicate - everyone must communicate somehow - writing is still the main method of communicating when you can't talk face to face

In my case, I have written reports on one subject and another all my career, and for six years I have been a technical writer

A technical writer translates the engineer's notes, drawings, etc into manuals that tell people how to use and fix things - writes many other things also

## ***What kinds of writers are there? KEEP SHORT***

Fiction - story tellers

Non-fiction - write about real things, or situations - just about any topic where the subject is real

Journalist

Historian

General non-fiction (cookbooks, how to books, investigations)

Technical (instruction manuals, reports, specifications)

Business (memos, reports, usually on an organisational - get things done - theme)

Advertising (everything in the best light)

## ***Who is a writer writing for?***

The reader

The reader is the most important person in the writing process

The writer must do the thinking for the reader - must answer all the questions that the reader will have - and answer them at the right time - the reader cannot stick up their hand

**ALWAYS THINK OF THE READER**

# How Do We Write A Good Report

**G Orfield**



## **How Do We Write A Good Report:**

Delve into the emotional tapestry woven by Emotional Journey with in Experience **How Do We Write A Good Report** . This ebook, available for download in a PDF format ( Download in PDF: \*), is more than just words on a page; it is a journey of connection and profound emotion. Immerse yourself in narratives that tug at your heartstrings. Download now to experience the pulse of each page and let your emotions run wild.

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