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# Steps in writing a technical report pdf

How to write a technical report. Steps in writing a technical report pdf. 5 steps in writing a technical report. How to write a good technical report. Ten steps in writing a technical report. How to write a technical report example. What are the 10 steps involved in writing a technical report.

Download in PDF format for printing table 1 Introduction 2 Structure 3 Presentation 4 Report planning 5 Write the first draft 6 Review the first draft 7 diagrams, graphs, tables and mathematics 8 of the report layout 9 Titles 10 References to Diagrams, graphics, tables and equations 11 Originality and plagiarism 12 Finalization of the report and the correction of drafts 13 The summary 14 Retards 15 Text processing / Desktop Publishing 16 Recommended readings 1 Introduction A technical report is a formal relationship designed to transmit information Techniques clearly and easily accessible. It is divided into sections that allow different readers to access different levels of information. This guide explains the format commonly accepted for a technical report; explains the finalities of the individual sections; And gives suggestions about how to make up and perfect a report in order to produce an accurate professional document. 2 Structure A technical report must contain the following sections; Page title section must include the title of the report. The evaluation reports, in which the length of the word has been specified, often also require the count of the synthesis words and the main text word count synthesis a summary of the entire relationship including important features, results and content conclusions numbers and lists All securities of sections and subsections with page numbers Introduction Members, the objectives of the report and the observations on how the topic of the relationship is to be treated. It goes to the relationship itself. It must not be a copy of the presentation in a laboratory pantry. The sections that make up the body of the report divided into numbered and headed sections. These sections separate the different main ideas in a logical way conclusions order a short, logical by summarizing the theme (s) developed in the main references details of the text of published sources of materials of which it is mentioned in the text (including any dispensations and URLs all the addresses of all The websites used. Bibliography Other published sources of material, including websites, which are not contemplated in the text, but useful for background or further insights. Thanksgiving the list of people who contributed research or preparing the report, including reviewers Appendices (if any) Every further material that is essential for full understanding of its relationship (for example, large diagrams, computer code, raw data, specifications), but not required by a random reader 3 presentation For the necessary technical reports as part of an evaluation, the following presentation guidelines are recommended; writing the Report must be printed only side on white A4 paper handwritten or ready-made needles against printed term. RTS are not acceptable. Margins All four margins must be at least 2.54 cm page numbers not number the title, summary or content pages. Number all other pages consecutively starting from 1 binding a single metal point in the left corner at the top or 3 spaced points along the left margin. For longer relationships (for example the year 3 project report) binders can be used. 4 Report Planning There are some excellent textbooks contain advice on the writing process and how to start (see section 16). Here is a list of the main stages; Collect information. The sources include laboratory and lighthouse, university library, reference books and magazines in the department office. Maintaining an accurate registration of all the references published, which is intended to use in the report, from receiving the following information: Journal Article: Author (s) title of name article of the magazine (in italics or underlined) of the number of the publication volume (in bold) Issue number, if required (in brackets) The book numbers: Author (s) Book Title (in italics or underlined) Edition, if necessary the publisher of the publication NB The selling textbooks recommended in section 2 contains all this information in the correct format. Creative planning phase. Write down topics and ideas from your research research In random order. Next to dispose them in logical groups. Keep note of arguments that do not fall into groups if they are in profit later. Put the groups in a logical sequence that covers the theme of your relationship. Structure the report. Using the logical sequence of grouped ideas, write a sketch of the report with the titles and subtitles. N.B. The set-selling textbooks recommended in section 16 contains all this information in the correct format. 5 Write the first draft that is going to read the relationship? For course assignments, readers could be study companions and / or faculty markers. In professional contexts, readers could be managers, customers, project team members. The answer depends on the content and technical level, and is an important consideration in the level of detail required in the introduction. Start writing with the main text, not the introduction. Follow your profile in terms of voices and subheadings. Let the flow of ideas; Don't worry, at this stage of style, spelling or text processing. If you stay locked, return to the framework plan and take more detailed preparatory notes to get the scripture scroll again. Make sketches of diagrams or graphs. Keep a numbered list of references as they are included in your writing and put the quotation marks in the mentioned material (see section 11). Write the next conclusion, followed by the introduction. Do not write the summary at this stage. 6 Review the first draft This is the phase in which the report will begin to take shape as a professional document, technique. In revising what you have developed you need to keep the following in mind, important principle; The essence of a success lies technical report as accurately and concise that the information destined for readers foreseen. During the year 1, term 1 will be learned to write formal English for technical communication. This includes examples of greater common mistakes in the use of English and how to avoid them. Use what you learn and books recommended to guide you. Even more important when you read through what you wrote, you need to ask yourself these questions: Does that phrase / paragraph / section of saying what I mean and what to say? Otherwise, write in a different way. Are there words / phrases / paragraphs that could be removed without compromising the information I am trying to transmit? In this case, remove them. 7 diagrams, graphics, tables and mathematics is often the case that technical information is more concise and clearly reported with different words. Imagine how to describe a layout electrical circuit using the words rather than a circuit scheme. Here are some simple guidelines; Diagrams Keep them simple. Design them specifically for the report. Put small diagrams after the text reference and as close as possible to it. Think about where to place large diagrams. Graphs for a detailed guide on the traced chart, see the "Guide to the Report Writing Laboratory" Tables is a table the best way to present your information? Consider graphics, bar charts or pie charts. Employee tables (small) can be placed inside the text, even as part of a sentence. Independent tables (larger) are separated from the text with table numbers and captions. Their position as close as possible to the reference text. Complicated tables should go to the appendix. Mathematics use math just where it is the most effective way to transmit information. Longer mathematical topics, if they are really needed, should go to an appendix. You will be provided with lecture lectures on the correct layout for mathematics. 8 The Layout Report La Of a report is no less important than its content. An attractive, clearly organized relationship stands a better possibility of being read. Use a standard, 12pt. fonts, such as Times New Roman, for the main text. Use different sizes of character, bold, italic and stressed, if any, but not by excess. Too many type type changes it can look very demanding. 9 Use titles Title and sub-items to break the text and to drive the reader. They should be based on the logical sequence, which has identified in the planning phase, but with enough under-voices to break the material in manageable parts. The use of numbering and type of format and style can clarify the structure as follows; 3.2.1 Devices "Duck" 3.2.2 Zattere 10 References to diagrams, graphs, tables and equations in the text You must always refer to any scheme, chart or table you use. Label diagrams and graphs as follows; Figure 1.2 Energy production graphic in wavelength. In this example, the second diagram in section 1 would be indicated with "... see figure 1.2 ..." tables of labels in a similar manner; Table 3.1 Performance specifications of a range of commercially available devices Gaasfet in this example, the first table of section 3 could be indicated with "... with reference to the functional specifications indicated in Table 3.1 ..." Equations number as follows; (DB)  $10 \cdot \log_{10} (f)$  (3.6) In this example  $f =$ , the sixth equation in section 3 could be indicated with "... noise in decibel figure as in EQN (3.6) ..." 11 originality And plagiarism every time you use facts or ideas of others, you must indicate this in the text with a number that refers to an element in the list of references. Some phrases, phrases or paragraphs that are copied unaltered must be enclosed in quotation marks and referenced by a number. Material that is not reproduced unaltered should not be in quotation marks, but it has yet to be referred to. It is not enough to list the sources of information, at the end of the report. It is necessary to indicate the sources of information individually within the relationship with the reference numbering system. The information that is not referred to is assumed to be both common knowledge or work or ideas; If it is not, then it is assumed that it is plagiarized ie that you have deliberately copied some words, facts or ideas other without any reference, leaving them like yours. This is a serious crime. If the person is copied from a study companion, then this crime is known as collusion and is equally serious. Examination commissions can, and not, to impose sanctions for these crimes ranging from the loss of brands, disqualification from a grade award this warning also applies to information from the Internet. It is very easy for markers to identify the words and images that have been copied directly from websites. If you perform this operation without recognizing the source of your information and putting the words in quotation marks then your relationship will be transmitted to the Investigating Officer and you can be called a disciplinary panel first. 12 Finalizing the report and proofreading Your relationship should be almost complete with an introduction, main text sections, conclusions, properly formatted references and bibliography and appendices. Now you need to add page numbers, content and title pages and write the summary. 13 The synthesis synthesis, with the title, should indicate the extent of the report and give the main results and conclusions. It must be intelligible without the rest of the relationship. Many people can read, and refer, a report synthesis, but only a few can read the full relationship, as often happens in a professional organization. Purpose - a short version of the report and a guide for the report. Length - short, generally no more than 100-300 content words - provide information, not just a description of the report. 14 Correct this refers to the control of each aspect of a piece of work written by content to And it is an indispensable part of the writing process. You should acquire the habit of not sending or presenting any piece of work written, by e-mail to course work, without at least one and preferably different proofreading processes. Moreover, it is not possible for you, like the author of a long piece of carefully reread yourself; you are too familiar with what you have written and will not detect all errors. When you have finished your report, and before you bow, you need to check very carefully yourself. You should then give it to someone else, for example, one of your fellow students, to read carefully and check for any errors in the content, style, structure and layout. You should record the name of this person in your acknowledgments. 15 Word processing / DTP Advantages Disadvantages Word processing and desktop publishing packages offer great possibilities of endless revision of a document. This includes words, the order of words, style and layout. Word processing and desktop publishing packages never compensate for poor content or inaccurate They allow incremental production of a long document in portions that are stored and combined afterwards They can waste a lot of time by slowing the writing and distract the writer with mechanics text manipulation and graphics. They can be used to make an elegant appearance of the document and professional. Excessive use of 'cut and paste' boring repeatedly door and sloppy writing. They make the process of correcting proofs and extremely simple review if the first draft is word processed, you can look so elegant that the writer is fooled into thinking that needs no proof reading and reviewing! Two tips; Do not bother with the style and formatting of a document until the penultimate or final project. Do not try to get the refined graphic until the content of the text is complete. 16 Davies J. W. Texts Ability communication - A Guide to Engineering and Applied Science Students (2nd edition, Prentice Hall, 2001.) As a communications van Emden J. effective for Science and Technology (Palgrave 2001) J. van Emden A Writing Manual the second and engineers. (Macmillan 1998) and J. J. van Emden Easteal Technical Writing and speaking, an Introduction (McGraw-Hill 1996) Pfeiffer W.S. Pocket Guide to Technical Writing (Prentice Hall 1998) Eisenberg A. Effective Technical Communication (McGraw-Hill 1992) Dr. Helen Prance Faculty of Engineering and Design The University of Sussex Updated 04.2010 04.2010

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