

# 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 To Write Report Australia

**Ian Pickup**



## **How To Write Report Australia:**

## Decoding **How To Write Report Australia**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**How To Write Report Australia**," a mesmerizing literary creation penned by a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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