

Guide to technical report writing

1. 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.

2. Structure

A technical report should contain the following sections:

Section	Details
Title Page	Must include the title of the report. Reports for assessment, where the word length has been specified, will often also require the summary word count and the main text word count
Summary	A short summary of the whole report including important features, results and conclusions
Contents	Numbers and lists all section and subsection headings with page numbers
Introduction	States the objectives of the report and comments on the way the topic of the report is to be treated. Leads straight into the report itself.
The sections which make up the body of the report	Divided into numbered and headed sections. These sections separate the different main ideas in a logical order
Conclusions	A short, logical summing up of the theme(s) developed in the main text
References	Details of published sources of material referred to or quoted in the text (including any lecture notes and URL addresses of any websites used)
Bibliography	Other published sources of material, including websites, not referred to in the text but useful for background or further reading.
Acknowledgements	List of people who helped you research or prepare the report, including your proofreaders
Appendices (if appropriate)	Any further material which is essential for full understanding of your report (e.g. large scale diagrams, computer code, raw data, specifications) but not required by a casual reader

3. Presentation

For technical reports required as part of an assessment, the following presentation guidelines are recommended;

Script	The report must be printed single sided on white A4 paper. Hand written or dot-matrix printed reports are not acceptable.
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Guide Technical Reports

Lingjun Ying



Guide Technical Reports:

TECHNICAL REPORT WRITING AND STYLE GUIDE TONY. ATHERTON, 2020 *A Practical Guide to Technical Reports and Presentations for Scientists, Engineers, and Students* Pauline Bary-Kahn, 2008 *Guide to Technical Reports* Henry Dan Piper, 1958 **How To Prepare Defense-Related Scientific and Technical Reports** Walter W. Rice, 2007-03-16 This book provides thorough and specific guidance on how to prepare defense related scientific and technical reports including classified scientific and technical reports It includes an appendix describing the workings of the Defense Technical Information Center the central repository for defense related scientific and technical reports and an appendix addressing tone and style including pertinent information from the United States Government Printing Office Style Manual 2000 the official style guide of the U S Government and therefore the Department of Defense Every facet of preparing defense related scientific and technical reports is addressed thereby making it unnecessary for the user to have to refer to the standards and numerous regulations pertaining to this subject In effect the book provides one stop shopping for the user Also some of the official guidance on preparing defense related scientific and technical reports requires interpretation and in those cases the book provides a prudent analysis of that information and prescribes a best practices course for the user *Guidelines to Format Standards for Scientific and Technical Reports Prepared by Or for the Federal Government* Federal Council for Science and Technology (U.S.). Committee on Scientific and Technical Information, 1968 *Technical Reports* Kleidon-Barnum, 1998-08-01 *A Practical Guide to Understanding, Managing, and Reviewing Environmental Risk Assessment Reports* Sally L. Benjamin, David A. Belluck, 2001-02-21 A Practical Guide to Understanding Managing and Reviewing Environmental Risk Assessment Reports provides team leaders and team members with a strategy for developing the elements of risk assessment into a readable and beneficial report The authors believe that successful management of the risk assessment team is a key factor is quality repor **Guide to U. S. Government Publications** ,1980 *The Engineer* ,1983 *A Guide to Locating Technical Reports in U.S. Government Publications Collections* Mary Hardick, Oklahoma. Department of Libraries, 1987 **A Bibliography of Reports Issued by the Behavioral Sciences Laboratory** Aerospace Medical Research Laboratories (U.S.). Behavioral Sciences Laboratory, 1946 **Guidelines to Format Standards for Scientific and Technical Reports Prepared by Or for the Federal Government** Federal Council for Science and Technology (U.S.), 1968 **Bibliography of Reports** United States. Wright Air Development Division. Behavioral Sciences Laboratory, 1964 *Resources in Education* ,1996 *A Bibliography of Reports Issued by the Behavioral Sciences Laboratory* Lavon E. Trygg, 1964 **Annual Report ... Including Technical Reports ...** United States. National Advisory Committee for Aeronautics, 1920 *Monthly Catalog of United States Government Publications* ,1976 *Research in Education* ,1974 **WHO Expert Committee on Specifications for Pharmaceutical Preparations** World Health Organization, 2022-12-22 *Monthly Catalogue, United States Public Documents* ,1985

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