

How to Write a Good Report

[Ratschläge zur Abfassung eines guten Berichts]

This text attempts to give some guidance on how to write good technical reports (Footnote b) and to prevent the most currently occurring mistakes. Ask yourself a few simple questions and perform a few "checks" while you are writing; this can help you to better present your work.

The technical report presents the results of an investigation in an easily **understandable** [verständlich] and fully **traceable** [nachvollziehbar] way. The report should be **comprehensive** [umfassend] and **self-contained** [in sich geschlossen] to the extent practical (judgement is needed here; if not sure ask your advisers).

The report is addressed to persons who have the same background as the person writing it (in our case, engineers or scientists). It should be understandable by persons who did not follow the development of the work (it is *not* written only for a professor and your advisers who followed your work).

Organization of the Report [Gliederung des Berichts]

The report should have the following parts:

Abstract or Summary [Zusammenfassung oder Inhaltsangabe]

The Abstract is a *self-contained, independent*, part of the work. (It may be the only part of the report "abstracted" in electronic data banks, etc.) The Abstract should be between 10 and 50 lines long, depending on the importance of the report. It is *independent of the main report* and vice-versa. The Abstract helps the reader who is in a hurry learn what the report contains. It is *not* an introduction to the work; it is intended for a reader already somewhat familiar with the subject of the report. It should convey as much information as possible about the particular method followed and the main findings/conclusions of the report.

Table(s) of Contents

It is particularly necessary for long reports. It provides a good way of finding the relevant sections of the report and gives an overview of the work. (Tables of tables and of figures can also be added).

Introduction [Einführung]

The following are typically included in the Introduction:

- the **background** [Ausgangslage] that motivated the work is briefly presented (Example: *it has*

How To Do The Report

M Carnoy



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