

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

D Kirk



How To Do The Report:

How do water users perceive the quality of their irrigation services?: Report on a Training Course in the Use of Participatory Rural Appraisal for Irrigation Management Research, December 1994 , Marketing Research Report ,1952
Report of the Civil Service Commission of the City of Brooklyn Brooklyn (New York, N.Y.). Civil Service Commission,1897
Departmental annual report 2010-11 Great Britain: Parliament: House of Commons: Foreign Affairs Committee,2012-04-13 Despite the impressive performance of the Foreign and Commonwealth Office in representing the UK's interests across the globe with what is in Governmental terms a particularly small budget the Foreign Affairs Committee believes that the FCO is under funded This situation has been exacerbated by the Spending Review 2010 and the lack of detail provided by the FCO and the BBC World Service as to exactly how the spending reductions target will be met is disappointing There are concerns about the steps taken by the FCO to adjust to its reduced budget reductions in the deployment of UK based staff overseas and the optimistic planned programme of property sales will have a detrimental impact on the ability of the UK to protect its interests overseas The establishment of the European External Action Service EEAS will place a further strain on the FCO's resources The Committee welcomes the appointment of Lord Williams of Baglan to the post of International Trustee with responsibility for the BBC World Service but reiterates its belief that a formal concordat governing the World Service's budget and output should be drawn up setting out the World Service's independence from budgetary pressures elsewhere in the BBC The budget cuts faced by the British Council will lead to the Council becoming a substantially different organisation by the end of the Spending Review period The greater emphasis that the British Council will place on commercial activity risks a diminution of the UK's influence and soft power *Report of the Select Committee on the Hudson's Bay Company* ,1857 Biennial Report of the State Librarian, and Catalogue of the State Library Oregon. Supreme Court. Library,1914 **Annual Report** New Jersey. Board of Agriculture,1897 **Report of the Indian School Superintendent to the Secretary of the Interior** ,1902 *Mastering Communication* Nicki Stanton,2009-07-16 This book will help students improve their speaking listening reading and writing skills It will give an understanding of the importance of good communication skills for their personal development and career It is relevant to a variety of courses HE FE Professional Open University A level and International Baccalaureate Publication ,1965
Report of Special Subcommittee Following Visit to Southeast Asia, March 23 Through April 4, 1967 United States. Congress. House. Committee on Armed Services,United States. Congress. House. Committee on Armed Services. Special Subcommittee to South Vietnam,1967 **Report of the Prison Inquiry Commission** New Jersey. Prison Inquiry Commission,1917 The 1989 Economic report of the President United States. Congress. Joint Economic Committee,1989
Annual Report of the Ontario School of Agriculture and Experimental Farm Ontario Agricultural College,1898
Research Report ,2000 **Report** Connecticut. Bureau of Labor Statistics,1929 *Annual Report* Michigan Dairymen's

Association,1898 Annual Report for the School Year Ending ... Common Schools of Cincinnati,1859 **Report of the**
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How To Do The Report Introduction

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