

## **Example format for a technical report on WQM**

### **TITLE**

The title should clearly and briefly indicate what the report is about.

### **Executive Summary**

Summarises the report in plain English. The Executive Summary should be able to be read and understood independently of the main body of the report. It is often easiest to write after completing the rest of the report.

### **1: Introduction**

Background to the report, including discussion of previous studies in the area or related studies. The introduction should also clearly outline the reason for the study/report, including objectives and any working hypotheses.

### **2: Methodology**

#### **2.1. Experimental/sampling design**

A description of the study area and study design, including detail such as equipment used in field and laboratory work, methodology for selecting sampling sites, field work undertaken and methods of laboratory analysis. For a WQM program this detail needs to include what parameters were tested and any standards and protocols used in the laboratory analysis of samples.

#### **2.2. Data analysis**

An outline of how the data obtained from sampling and laboratory analysis were analysed, including details of any statistical tests undertaken and their assumptions and limitations.

### **3: Results**

A description of the results obtained without any explanation or interpretation of them. Visual aids such as graphs, tables and maps may be used to summarise the results. If raw data is to be included in the report, it should be placed in an appendix rather than in the results section.

### **4: Discussion**

The results of the study are interpreted and implications of these results in terms of the project objectives are discussed. A discussion of how the results relate to other studies is also common. An evaluation of the methodology used may also be undertaken.

### **5: Conclusions**

Summarises specific conclusions drawn from the results in terms of the project objectives and working hypotheses.

### **6: Recommendations**

# Concise Guide To Technical Report Writing

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## **Concise Guide To Technical Report Writing:**

*A Concise Guide to Technical Communication* Heather Graves, Roger Graves, 2020-11-06 This compact but complete guide shows that less is more with fewer extraneous details getting in the way of students trying to learn on the run it allows them to focus on the most important principles of effective technical communication The Concise Guide takes a rhetorical approach to technical communication instead of setting up a list of rules that should be applied uniformly to all writing situations it introduces students to the bigger picture of how the words they write can affect the people intended to read them Assignments and exercises are integrated throughout to reinforce and test knowledge *Guide to Technical Reports*

Henry Dan Piper, Frank E. Davie, 1958 **A Concise Guide to Technical Writing** Laura J. Gurak, John M. Lannon, Jana Seijts, 2012-02-15 A Concise Guide will teach you effective technical communication that is clear accurate organized and tailored for specific audiences and purposes Concise and convenient it focuses on the most critical topics copyright document design usability information technologies and online communication The Second Canadian Edition has been updated to reflect technological changes in communication research and the workplace environment include additional Canadian content and contain more reflective sample reports *EDRO SARAP Research Technical Reports*, 1978-06 **Style Guides**

**for Technical Reports, Journal Articles, Dissertations, Term Papers, Publications, Theses** University of California, Santa Barbara. Library, 1981 **A Guide and Checklist for Technical Report Writers, Prepared by Technical Report Writing Workshop, August 2 to 12, 1955** Pennsylvania State University. College of Engineering and Architecture, 1955

**Technical Report Writing Today** Daniel G. Riordan, Steven E. Pauley, 2005 Technical Report Writing Today provides thorough coverage of technical writing basics techniques and applications Through a practical focus with varied examples and exercises students internalize the skills necessary to produce clear and effective documents and reports Project worksheets help students organize their thoughts and prepare for assignments and Focus boxes highlight key information and recent developments in technical communication Extensive individual and collaborative exercises expose students to different kinds of technical writing problems and solutions Annotated student examples more than 100 in all illustrate different writing styles and approaches to problems Numerous short and long examples throughout the text demonstrate solutions for handling writing assignments in current career situations The four color artwork in the chapter on creating visuals keeps pace with contemporary workplace capabilities The Ninth Edition offers many new examples exercises samples and articles the latest information on using electronic resumes and documenting electronic sources more on group work and new Ethics and Globalization sidebars that highlight these two important topics in the technical communication field Chapter exercises have been labeled to guide students in various goals You create You analyze You revise and Group In this revision the authors have focused on streamlining and updating key chapters rather than on substantially changing the text s effective organization Chapter 1 Definition of Technical Writing has been thoroughly revised to include complete sections on

ethics and globalization Theoretical sections have been updated to include current thinking about the role of communication between people New exercises and examples are included Chapter 2 Profiling Audiences has been completely revised to feature current thinking about defining audiences including an emphasis on the tasks that audiences must perform after reading and a section on creating audience profiles Worksheets have been revised and a section on meeting quality benchmarks has been added Chapter 3 The Technical Writing Process substantially updated offers a current description of the document creation process and includes recent thinking on information design Chapter 6 Designing Pages has been revised and simplified to make the complex process of page design easier for students to grasp Chapter 12 Memorandums and Informal Reports heavily revised now includes more emphasis on and new examples of the IMRD report format The chapter also includes a focus section with an expanded treatment of email Chapter 15 Recommendation and Feasibility Reports presents a new feasibility report created by a small business to determine whether or not to market an item Chapter 18 Oral Presentations now focuses on PowerPoint The theory of oral reports is expanded to include recent criticisms of PowerPoint presentations and advice on creating effective presentations Appendixes include A Brief Handbook Appendix A focusing on the sentence punctuation and mechanics issues most relevant to technical writing and Documenting Sources Appendix B covering the most up to date APA and MLA methods for documenting print and electronic sources The text specific instructor web site features such resources as sample syllabi a transition guide an assessment guide and chapter by chapter teaching suggestions The student site offers additional student samples including web sites built by their peers cha

Writing the Business and Technical Report William J. Gallagher, 1981      **Technical Report Writing**, 1992      **A Guide to the Literature on the Art of Technical Writing and Communication** North American Aviation. Autonetics Division, 1962      **Strategies for Business and Technical Writing** Kevin J. Harty, 1985      **Research in Technical Communication** Michael G. Moran, Debra Journet, 1985 This sourcebook demonstrates the vigorous work being done in the field of technical and scientific communication Collectively the essays offer researchers a basis from which to begin constructing the theoretical framework necessary for the study of technical communication The book begins with general concerns and progresses to particular applications The chapters comprising Part I outline larger theoretical perspectives from which to examine technical communication humanistic approaches to technical communication the history of technical communication communication theory and technical writing and the teaching of technical writing Part II examines the relationship of technical communication to traditional rhetorical concerns such as invention audience modes of organization and style Specific types of technical communication proposals reports and business correspondence among others are discussed in Part III The use of the computer oral presentations and specialized forms of technical communication are examined in Part IV The appendixes offer guides to textbooks and style manuals and an overview of the technical writing profession      Resources in Education, 1986      *Engineering Report Writing* John Fiske Brown, 1989 The author is a retired

consulting mechanical engineer Purpose Defining What Must Be Accomplished Format Figures Photography Engineering Report Style Equations The Master vs Copy Concept Reproduction Process Writing the Report The Spoken vs the Written Word Word Processing computer graphics Correction Code Glossary Sample Laboratory Reports Quantity orders may be placed through university book stores individual orders through United Western Press 637 Valley Ave Solana Beach CA 92075 Tel 619 481 1990 FAX 619 481 0980      *An Annotated Bibliography on Technical Writing, Editing, Graphics, and Publishing, 1950-1965* Society of Technical Writers and Publishers, 1966      **Technical Writing** Sarojini Balachandran, 1977  
    **The Technical Writer** James William Godfrey, Geoffrey Parr, 1959      A Basic Collection for Scientific and Technical Libraries Effie B. Lunsford, Theodore J. Kopkin, 1971      **Medical & Biological Illustration** , 1960      **Manchester Review** , 1959

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