Technical Report Writing

A technical report is a formal report designed to convey technical information in a clear and easily accessible format.

Should be objective without exaggerating achievement or value of the results

This requires clear communication of ideas and facts

Divided into sections allowing different readers access different levels of information

Have the audience and purpose of the report in mind during writing!!!

A student is encouraged to develop own writing style but must be within formal guidelines.

Style and Language

Must be in a clear simple formal language of instruction
Use short sentences with good grammar and spelling
Do not use abbreviations
E.g. numerals for numbers in the range one to ten or can't when you mean cannot etc.
Abbreviations allowed where readable equivalents exist, e.g. LASER
Avoid
Non standard grammatical constructions
Ambiguities
Half-truths
Redundant terminology

What cannot be expressed in English, use Figs, tables and graphs!

Tense

Generally use past tense for reports handling past activities

When statements were true but now no longer so, past tense will be used

For current activities or proposals, present tense or for statements of lasting truths e.g. Ohm's law, could be used

Future and conditional tenses are to be avoided!

First/Third Person

Formal reports avoid intrusion by the author but this depends on the intended extent of the impersonal nature of the report, function and the topic of the report

First person used to convey author's opinion or action and not facts

Avoid using "we" unless the authorship is shared or the relevant statement refers to both the author and the reader

Layout

In general, the report should contain

Technical Report Writing Language Lab Practice A

K Morrison

Technical Report Writing Language Lab Practice A:

ENGLISH LANGUAGE LABORATORIES KONAR, NIRA,2011-07-30 Today acquiring English language skills has become so essential especially for those who are looking for new jobs in reputed organizations as well as for the practising professionals Many engineering students even though they have adequate knowledge of their subject are unable to express themselves well in English Taking this into account engineering colleges institutes have introduced exclusive English Language Laboratories where students are drilled in the practical aspects of the English language This compact and comprehensive book is a step by step practical guide to students telling them how to prepare technical reports and how to acquire the basic communication skills listening speaking reading and writing The book deals with conversation situational dialogues and role plays and Group Discussions GDs It also gives detailed discussion about Interviews step by step preparation practical and psychological preparation the dos and don ts for interview besides dealing with different kinds of interviews telephonic videoconferencing and others In addition the text stresses the importance of researching the organization and salary negotiations Finally the book shows the students how to make powerpoint presentations PPTs the structure of presentation and using audio visuals This activity based skill oriented learner centred book is designed according to the WBUT syllabus on Technical Report Writing and Language Laboratory Practice for the B Tech students However it would be equally useful for B Tech B E students across the country DISTINGUISHING FEATURES A practical and student friendly text the stress being on the functional aspects of the language and various activities for acquiring the language Gives the Methodology of conducting activities such as GDs Interviews and Presentation Provides model GD topics and the step by step process of making PPTs Clearly spells out all the details right from preparing a good job application researching the company including its financial health to preparing the job portfolio to wearing the proper dress handling questions and negotiating salary Provides an extensive list of probable questions along with their answers to prepare students for mock interviews Also gives well crafted questions at the end of each lesson *Resources in Education* ,1992 **Handbook of Research for Educational Communications and Technology** David Jonassen,Marcy Driscoll,2003-12-08 First Published in 2008 Routledge is an imprint of Taylor Francis an informa company **Handbook of Research on Educational Communications and Technology** David H. Jonassen,2004 This edition of this handbook updates and expands its review of the research theory issues and methodology that constitute the field of educational communications and technology Organized into seven sectors it profiles and integrates the following elements of this rapidly changing field The Language Laboratory in School, Performance and Prediction Peter S. Green,1975 A comparative study of three groups of boys learning German by different methods Otto E. Miller, Plaintiff-Respondent, Against Fred W. Smythe, Defendant-Appellant ,

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