

Engineering Technical Reports

Main Page

Technical reports include various types of “technical” information. For example, if you need to report why a design or piece of equipment failed, you’d write a forensic report. Or, you might have to write about a design you created. Then, you’d produce a design report or, you may need to combine these two. Many report types are classified as technical reports. You should always determine what information you need to convey and who your audience is before you start writing.

Technical reports present facts and conclusions about your designs and other projects. Typically, a technical report includes research about technical concepts as well as graphical depictions of designs and data. A technical report also follows a strict organization. This way, when other engineers read what you write, they can quickly locate the information that interests them the most.

Audience

As a student, you might assume that your technical report’s audience is your instructor, however, this may not always be the case. Your instructor may ask you to produce a report for your peers or for other engineers. However, you shouldn’t always assume that your audience has a strong engineering background or is familiar with the engineering terminology you use. Always check with your instructor to know who your audience is.

As an engineer in the field, the most likely audience for the technical reports you produce is other engineers with a background similar to yours. This audience is more likely to understand the terminology you use. However, you should always evaluate who your readers will be before assuming they will understand your jargon. Consider how your readers will use your report. For instance, you might submit a technical report to a publication or your technical report may present a specific design. The audiences in each situation have different needs. Audiences may read the publication for information and insight while audiences reading about your specific design may critique your design or make decisions based on its content.

General Format

Technical Reports have an organized format because a majority of your audience may not read the entire report in one reading. This specific format allows readers to quickly locate the information they need.

Most technical reports include the parts listed below. However, you may be required to include or exclude specific sections. Be sure to check with your instructor before using the format outlined here.

Technical Report Engineering Format

H Kauffman



Technical Report Engineering Format:

Monthly Catalog of United States Government Publications United States. Superintendent of Documents, 1987
Monthly Catalogue, United States Public Documents, 1987 Technical Report Standards Lawrence R. Harvill, Thomas L. Kraft, 1977 *Technical Reports* Miami Conservancy District (Ohio), 1917 Proceedings of the American Society for Engineering Education, 1912 *Technical Reports*, 1918 **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 Engineering Administration Frank Palmer Woy, 1930 **Engineering-contracting and Roadmaster and Foreman** Halbert Powers Gillette, 1922 **The Engineering Index** John Butler Johnson, Henry Harrison Suplee, Johannes H. Cuntz, Charles Buxton Going, 1901
Engineering Design and Design for Manufacturing John R. Dixon, C. Poli, 1995 *Technical Report Writing and Style Guide* Tony Atherton, 2020-09-08 This book is based on and expanded from a course on technical report writing that the author has presented for over 20 years Are you an engineer who writes technical reports as part of your job yet you wish you could make them shorter and better and write them faster Maybe you write external reports for your consultancy's clients or internal reports for senior managers Maybe sometimes you think you signed up to be an engineer not a writer But now you are a writer as well as an engineer and you wish that writing a good report was easier This book will show you how to write shorter and better reports and write them faster The author is a retired chartered engineer and who has written about 100 articles and four books published by Kogan Page Macmillan and San Francisco Press Here is just one comment from one client who arranged for the course on which this book is based to be presented to his staff Thank you for the course All the feedback I've had so far has been very positive which is quite unusual as they can be a cynical bunch Well not so much as cynical as don't like airy fairy ideas The book is down to earth with practical ideas You will learn How to break the task into three phases planning writing and editing How to avoid the biggest complaint about technical reports How to use three layers of sequencing to make the writing easier The most common format for technical reports and three others How much detail to include Twelve big tips to improve the writing and several smaller tips How to satisfy both technical and non technical readers How to cut the waffle How to edit your own work which is never an easy thing to do Seventeen consistency checks to look for when editing How to get the best from the Microsoft grammar checker How to use the readability statistics Variations between British and US English PLUS A style guide with over 130 items of guidance including all the punctuation marks Did you know that the hyphen has been described as the punctuation mark to drive you mad **The Paper Industry**

,1926 The Military Engineer ,1922 Directory of members constitution and by laws of the Society of American military engineers 1935 inserted in v 27 **Annual Report ... Including Technical Reports ...** United States. National Advisory Committee for Aeronautics,1920 **Transactions of the American Society of Heating and Ventilating Engineers** American Society of Heating and Ventilating Engineers,1929 **The Electrical World and Engineer** ,1905
Refrigerating Engineering ,1925 Vols 1 17 include Proceedings of the 10th 24th 1914 28 annual meeting of the society
The South African Mining and Engineering Journal ,1919 **Engineering and Mining Journal** ,1876

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