

Technical Report Writing

This article provides some general guidelines and "tips" for writing technical reports. Throughout the Mechanical Engineering curriculum you will be required to write formal reports--lab reports in ME 360 and ME 460; design project reports in ME 372 and ME 415; a capstone design project report in ME 490; and similar reports in other courses. Each of these reports has particular requirements established by the course instructor. However, the following rules for references, figures, tables, tense and voice, equations, etc., apply to all mechanical engineering writing. Specific instructions for ME 360 are spelled out at the end of this section.

How to Write a Report

All engineers must report their work, usually in writing. Skilled writers impress their readers favorably. Clear writing helps in preparing oral presentations. Follow the three rules given below for all reports, oral and written.

1. **Imagine your audience.** In ME 360, address your reports to a fellow student that has a background similar to yours, but is not in ME 360. Your reader relies on you for clear explanations.
2. **Be thorough and brief.** Include all the required sections (discussed below) and informative tables, equations, etc. Write a first draft, then edit carefully for redundancy, wordiness, clutter, etc.
3. **Organize for readability.** The question "Is the reader ready for this material?" guides the structure of the report. Overly detailed material, such as calculations, belong in the appendix.

Sections of the Lab Report

1. **Title Page.** Include the title of the lab, the author's name, the names of all lab partners, and the date. See the "Good Lab Report" in your ME 360 Manual for an example.
2. **Objective.** Describe in one or two sentences the purpose of the laboratory exercise: the "why." Be specific. Possible objectives are "to evaluate," "to verify," "to measure," "to compare," etc. Avoid non-engineering objectives, such as "to teach us" or "to show the student." In general, you will write a technical report where experimental results are compared to theory. The Objective section is written in the present tense.
3. **Background.** This section gives the reader information necessary to understand or appreciate the balance of the report. It puts things in focus by providing background and perspective. It should answer such questions as: Why was this done? How does this effort fit into the overall scope of things? The Background section is also used to relate your efforts to previous work done by yourself or others. For example, if your report covers electrical filters, then you should discuss a few (three to four) applications of filters. Applications that relate to mechanical engineering are preferred over generic engineering, technical, or consumer applications.

In a lab report, the Background section should also briefly describe the engineering theory used in the experiment and the analysis of its results. Any theoretically predicted results

Technical Report Writing Language Lab Practice A

Chao Zhang



Technical Report Writing Language Lab Practice A:

Technical Report Writing Language Lab Practice A: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have charmed audiences this year. Technical Report Writing Language Lab Practice A : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Technical Report Writing Language Lab Practice A : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and suspenseful novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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