



**TECHNICAL REPORT  
WRITING**

**BY Dr. Ali Ahmed**

1. Cut a hole in a box.
2. Put object into box.
3. User open the box.

# TECHNICAL REPORT



**Intent of a technical report** is to communicate an idea/problem to a reader effectively

The “Essay” of the scientific world

- State the idea/problem
- Frame your response
- Respond with support for your argument
- Conclude

# TECHNICAL REPORT



## **Importance of a good report:**

- Need to communicate ideas to an audience
- Knowledge and skills are useless if you cannot communicate your ideas
- Collect information, organize it, and present it in a logical and concise form
- Report must convey the exact meaning you intend
- Well written reports will help your career
- Poorly written reports undermine your credibility and frustrate your reader (i.e., ME!!!)

Ref: University of Waterloo Co-op Student Reference Manual

# REPORT PRESENTATION



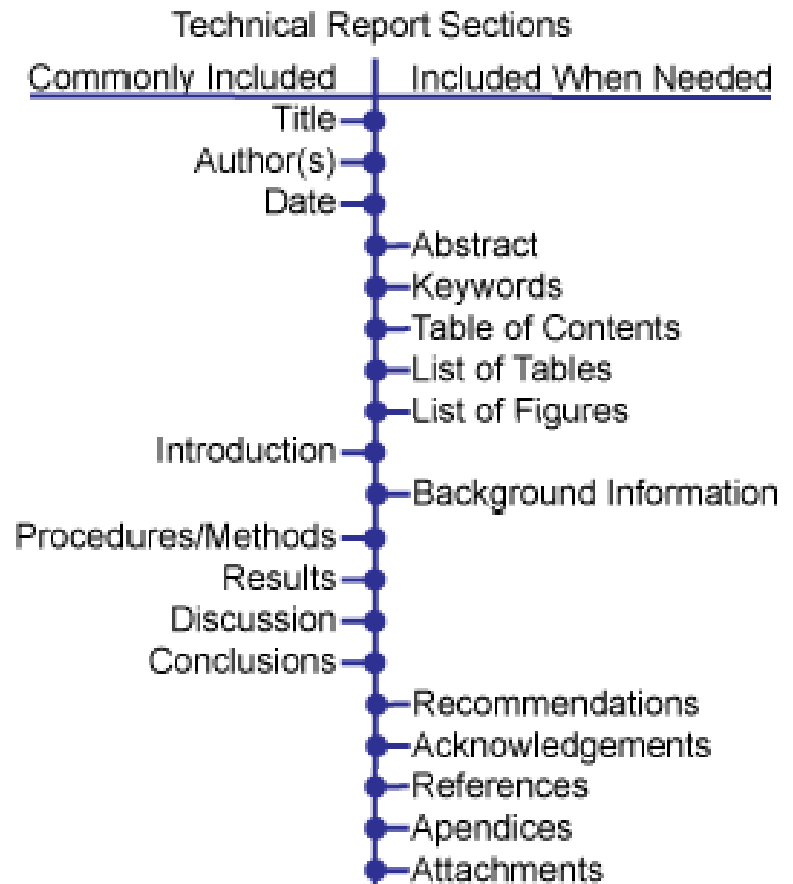
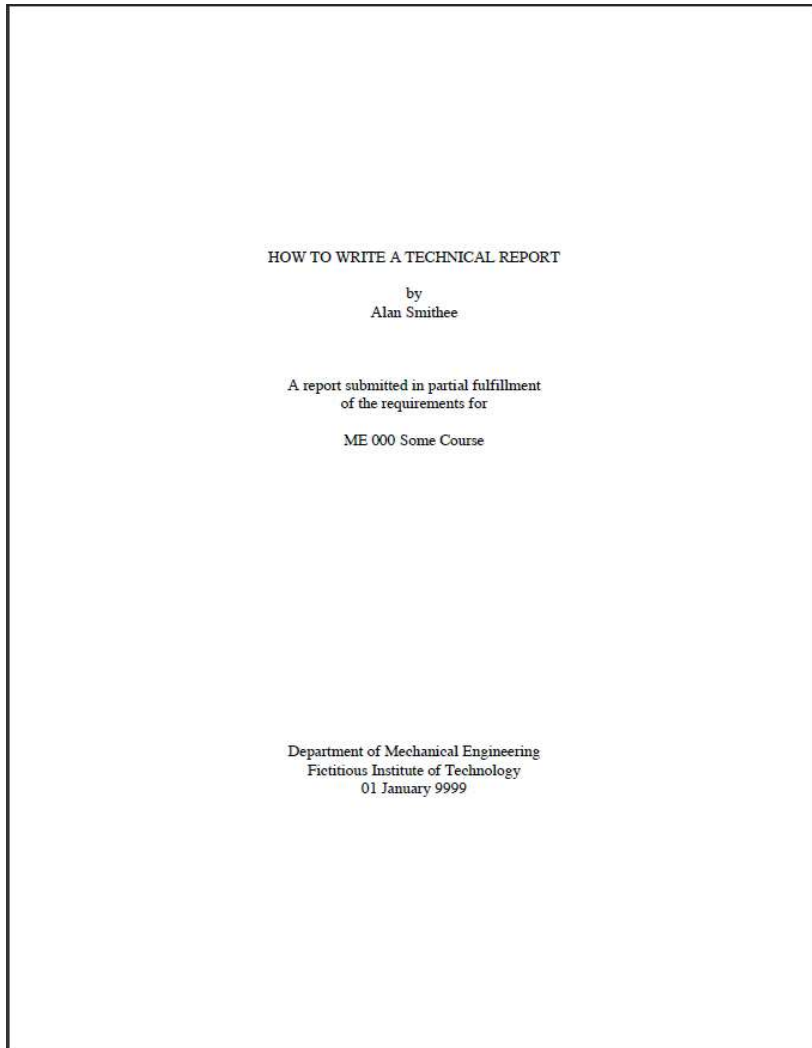
## Binding

- Permanency (Ring binding, Tape binding etc.)
- Do not submit “loose-leaf” or in folders
- Allow for binding on left margin (“gutter”)
- Keep about 1” (2.5 cm) of white space around page edges

## Headings

- **K.I.S.S. principle (avoid boxes and wild fonts)**  
KISS is an acronym for "Keep it simple, stupid" as a design principle noted by the U.S. Navy in 1960
- **Want report to be easy to follow for reader**

# TECHNICAL REPORT



# PLAGIARISM



**Plagiarism** means copying the data or reports from others (rightful owners) without their permission.

**As mentioned by HEC:**

Chambers Dictionary defines a plagiarist as a kind of thief – “one who steals the thoughts or writings of others and gives them out as his [sic] own”.

When this is also used for gain – in the University to gain credits for a module or modules – then an additional dimension of dishonesty is added.

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# COVER LETTER

**Cover letter** is not bound within report

It is inserted within package, or within front cover

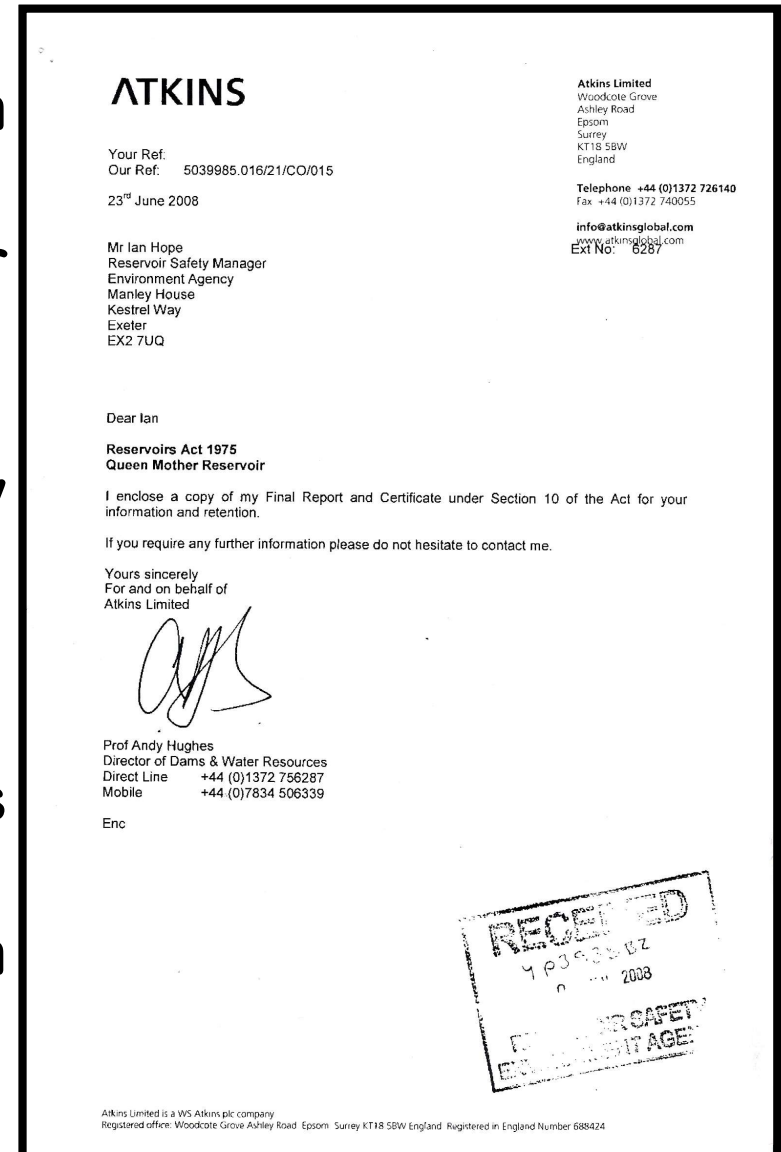
Letter of submittal immediately follows

## **Title Page**

Both follow standard business format

Introduce your report and reason for it

Sign your letter



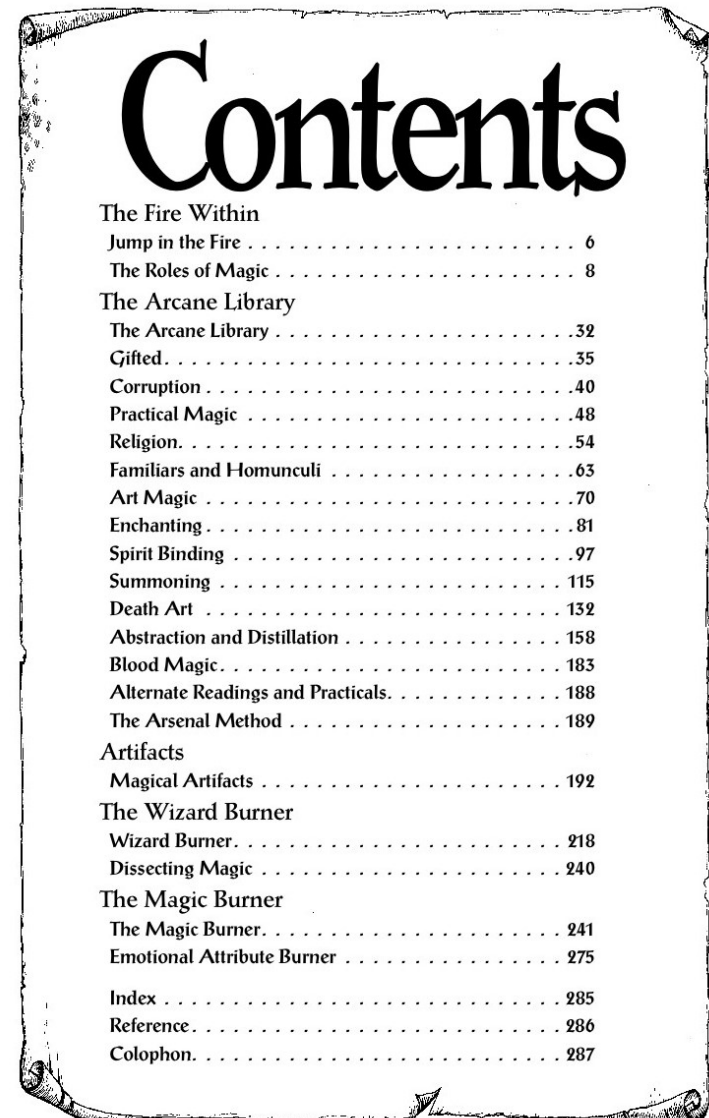


# TABLE OF CONTENTS

It owns a separate page

Add page numbers for this **section**

List of figures/tables follows the main table of contents and usually owns a separate page.



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# ABSTRACT VS SUMMARY

## Summary

Technical Report → Summary

- Purpose
- Scope
- Major Issues
- Main Conclusions
- 1 Page or less
- Concise

## Abstract

Scientific Report → Abstract

- Problem
- Main Results
- Main Conclusions
- 1 Paragraph or less (200 words)
- Concise (strict)

# REFERENCES

Give proper reference to the source (respect other's ownership).

Technical reports do not use bibliography rather citations are mentioned.

Do not add those references which are not cited in the text.

Internet references should cite the page title, HTML ref., page author, date visited, etc.

## Footnotes

1. H.A. Benesi and J.H. Hildebrand, *J. Am. Chem. Soc.* 71, 2703 (1949).
2. See references to figures at end of this paper.
3. R.S. Mulliken,<sup>b</sup> *J. Chem. Phys.* 19, 814 (1951);<sup>a</sup> *J. Am. Chem. Soc.* 72, 600 (1950);<sup>c</sup> 74, 811 (1952); and forthcoming papers.
4. Unpublished: E. Cohn and H. McConnell.
5. D. Lawrey and H. McConnell, *J. Am. Chem. Soc.*
6. R.M. Keefer and L.J. Andrews, *J. Am. Chem. Soc.* 74, 1891 (1952)
7. N.S. Bayliss, *J. Chem. Phys.* 18, 292 (1950).
8. L.J. Andrews, and R.M. Keefer, *J. Am. Chem. Soc.* 73, 4169 (1951)
9. N.W. Blake, H. Winston, and J.A. Patterson, *J. Am. Chem. Soc.* 73, 4437 (1951).
10. W.G. Brown and H. Reagan, *J. Am. Chem. Soc.* 69, 1032 (1947).
11. M. Kasha, *J. Chem. Phys.* 20, 71 (1952).
12. C. Reid, *J. Chem. Phys.*, 20, 000 (1952). We are indebted to Dr. Reid for showing us his manuscript in advance of publication.
13. J.R. Platt, *J. Chem. Phys.* 17, 484 (1949)
14. C.C.J. Roothaan and R.S. Mulliken, *J. Chem. Phys.*, 16, 118 (1948)

THANKS

THANK YOU

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GRAZIE

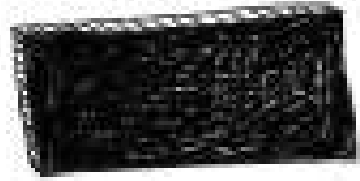
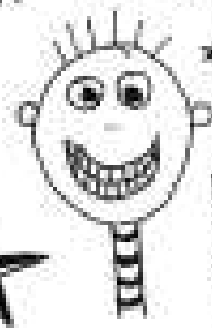
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