

# Writing Technical Reports

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# Introduction

- Letter of transmittal
- Cover
- Front Matters
- Body
- Back Matters
- General Remarks

# Front Matters

- Title Page
- Abstract
- Acknowledgement
- Table of Contents (TOC)
- List of Figures (LOF)
- List of Tables (LOT)
- Abbreviations

# Title Page

- Logo of your company
- Full title of your report
- Name, and title of the writer(s)
- Date
- Version (if applicable)

# Abstract

- Maximum one page, four paragraphs
- Usage of least technical words
- Readers: do not have deep technical knowledge
- Paragraph 1: importance of subject
- Paragraph 2: methods to solve the problem (advantage & disadvantage)
- Paragraph 3: your method and its advantages
- Paragraph 4: results you have got

# Acknowledgement

- No page limit
- Whoever has helped you in any form (writing, typing, consulting, programming, financial, ...)
- A method to keep the door open to refer to people in future!

# Table of Content (TOC)

- Starts from the page after title
- Includes TOC itself
- Chapter headings **BOLD** font
- Sections and subsections indented appropriately

# Body

- Introduction
- Literature Review
- Development
- Numerical Analysis
  - Simulation
  - Real Dataset
- Conclusions and Recommendations
- References

# Introduction

- Same structure as abstract
- Reader: has general technical knowledge in the field of report's topic
- Map road at the end of introduction (specifying what can be found in each chapter)
- Length: 1/10 of the report (rule of thumb!)

# Conclusions and Recommendations

- What you have done
- What you have obtained
- Your contribution(s)
- What you have not done!
- Future work!

# Referencing

- A mean to evaluate the report
- Legal and ethical issues
- Cheating and Copyright!
- Different systems (IEEE, APA, ...)
- Books, journals, reports, internet, ...
- Number of references
- Publishing date of references
- Evaluating the references (are they really references?)

# Back Matters

- Appendices
- Maps
- ...

# General Remarks

- Page Numbering
- Graphics
- Tables
- Mathematical Formulas

# Page Numbering

- Starts from the title page (page i)
- Number is not shown on the title page
- For Front Matters use roman numbers (English vs. Farsi!)
- First page of introduction is page 1
- For Back Matters either continue numbering from Body or use another numbering system like A-1, A-2, ..., B1, ...

# Graphics

- Graphics itself should be readable
- Graphics should have caption under them
- Caption should be clear enough to understand the graphics without referring to the text
- Graphics should be referred to in the text before having the Graphics
- Caption numbering usually consists of two numbers: chapter number and then figure number in the chapter (like 4-2, or 4.2, ...)
- Graphics should have dimensions (if applicable!)

# Tables

- Tables should be readable
- Tables should have caption above them
- Caption should be clear enough to understand the tables without referring to the text
- Tables should be referred to in the text before having the tables
- Caption numbering usually consists of two numbers: chapter number and then figure number in the chapter (like 4-2, or 4.2, ...)
- Tables should have dimensions (if applicable!)

# Mathematical Formulas

- Should have numbering (two parts, chapter number and formula number)
- All of the parameters should be defined
- Consistency all over the report

# Abbreviation

- All of abbreviated words should be spelled out once in the report
- Thereafter abbreviation can be used
- List of abbreviations in the front matter