

MODULE-III

**EFFECTIVE
TECHNICAL
WRITING**

Technical Reports

Types of Technical Reports

- ✓ **Committee Reports**
- ✓ **Feasibility Reports**
- ✓ **Institutional Reports**
- ✓ **Reprints**
- ✓ **Project Proposals**
- ✓ **Project Reports**
- ✓ **State-of-the-Art Reports**
- ✓ **Status Reports**
- ✓ **Trend Reports**

Format of Reports

- ✓ The informal reports have five basic elements, viz. preliminary material (background), introduction, discussion, conclusions and recommendations, and summary.
- ✓ While writing a formal report, the author employs a number of basic elements to orient the reader to the topic of the report and its organisation. Some of the formats used to arrange these elements include SIDCRA (summary, introduction, discussion, conclusions, references and appendices) or IMRAD (CIS) (introduction, materials and methods, results and discussion and conclusions/summary.).

Format Analysis of Technical Reports

✓ Whatever may be the arrangement of basic elements, a formal technical report should have the letter of transmittal, cover and title, summary. And/or abstract, table of contents, list of illustrations, introductions, materials and methods, analysis and discussion of results, conclusions. Recommendations, acknowledgements, references and bibliography, appendices, abbreviations, and symbols used in the report.

Body of the Report

Introduction, materials and methods, analysis of the data discussion of results, conclusions and recommendations form the main body of the report.

Technical Report Writing Process

- **Audience Analysis**
- **Planning a Report**
- **Quality of Contents**
- **Clarity of Communication**
- **Drafting and Revision**
- **Style of presentation**
- **Text**
- **Language**
- **Tables**
- **Figures and Illustrations**
- **Line Graphs**

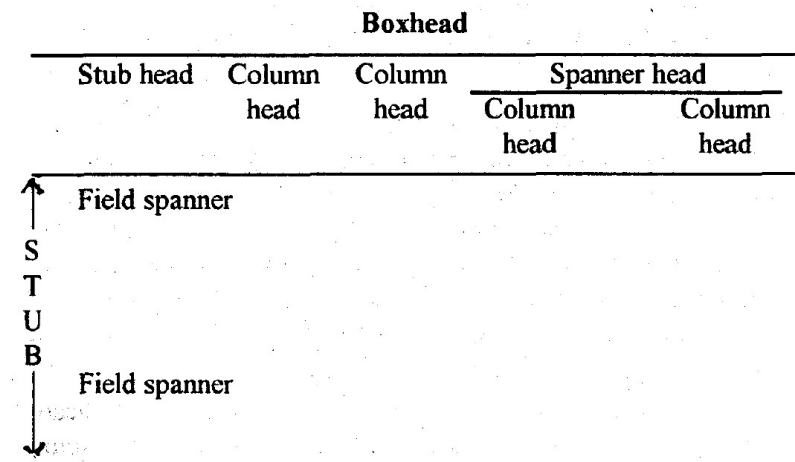


Fig. 1. Major Parts of a table (12)

Need of References

- ✓ *Citing References in Text*
- ✓ *Listing of References*
- ✓ *Standards on References*
- ✓ Suggestions for preparing References
- ✓ *Bibliographical Control of Technical Reports*

Paper, Developing a Research Proposal

PART I: INTRODUCTION

PART II: LITERATURE REVIEW

PART III: METHODOLOGY / THEORETICAL FRAMEWORK

PART IV: BIBLIOGRAPHY

Format of research proposal

A correct research proposal should contain:

1. the main idea of the paper
2. reasons why the research should be conducted
3. used methodology.

A research proposal format consists of six main parts:

1. Introduction
2. Background
3. Review of the sources
4. Research methods
5. Assumptions and consequences
6. Conclusion

Presentation for assessment by a review committee

- ✓ Objective
- ✓ Justification
- ✓ Introduction
- ✓ Background /Review of literature
- ✓ Methodology
- ✓ Time frame and work schedule/Gantt chart
- ✓ Personnel needed / available
- ✓ Facilities needed / available
- ✓ Budget