

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

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ENGLISH LANGUAGE LABORATORIES KONAR, NIRA, 2011-07-30 Today acquiring English language skills has become so essential especially for those who are looking for new jobs in reputed organizations as well as for the practising professionals Many engineering students even though they have adequate knowledge of their subject are unable to express themselves well in English Taking this into account engineering colleges institutes have introduced exclusive English Language Laboratories where students are drilled in the practical aspects of the English language This compact and comprehensive book is a step by step practical guide to students telling them how to prepare technical reports and how to acquire the basic communication skills listening speaking reading and writing The book deals with conversation situational dialogues and role plays and Group Discussions GDs It also gives detailed discussion about Interviews step by step preparation practical and psychological preparation the dos and don ts for interview besides dealing with different kinds of interviews telephonic videoconferencing and others In addition the text stresses the importance of researching the organization and salary negotiations Finally the book shows the students how to make powerpoint presentations PPTs the structure of presentation and using audio visuals This activity based skill oriented learner centred book is designed according to the WBUT syllabus on Technical Report Writing and Language Laboratory Practice for the B Tech students However it would be equally useful for B Tech B E students across the country

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Resources in Education, 1992

Handbook of Research for Educational Communications and Technology David Jonassen, Marcy Driscoll, 2003-12-08 First Published in 2008 Routledge is an imprint of Taylor Francis an informa company

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The Language Laboratory in School, Performance and Prediction Peter S. Green, 1975 A comparative study of three groups of boys learning German by different methods

ERIC Focus Reports on the Teaching of Foreign Languages, 1968

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Resources in education earlier called Research in education U.S. Government Research & Development Reports ,1965
Language and Language Behavior Abstracts ,1982 Resources in Education ,1996 **Research in Education** ,1972
Report of the Governor of Arizona Made to the Secretary of the Interior for the Year ... Arizona. Governor,1898
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Commission on Industrial Education,1907 Otto E. Miller, Plaintiff-Respondent, Against Fred W. Smythe,
Defendant-Appellant ,

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