Writing a Short Technical Report

SOCR 492
Objective of Technical Report

• Concise report on an issue, project, and/or question
• Reach a conclusion with reasons for conclusion
• Accurate and quotable
DIFFICULT TASK

Complete

Brief – 2 pages + references

Accurate
REPORT CONSIDERATIONS

• Identify the audience

• Create an outline
  Background
  Issue or Question
  Facts
  Application of facts
  Conclusions
  Recommendations
STEP 1

• Identify the audience
  a) Education
  b) Background
  c) Know why they are reading it
  d) Do you have to get their attention?
STEP 2

- **Background**
  a) History
  b) Bring audience “up to speed” in a brief space
  c) Amount of space used depends on audience awareness
STEP 3

• Issue or Question

  a) State as concisely & precisely as possible
  b) One to two sentences max
STEP 4

• Facts
  a) State as concisely as possible
  b) Several sentences
STEP 5

Application of Facts to Issue or Question

a) Point out how facts address the issue or answer the question, or not

b) Several sentences
STEP 6

• Conclusions & Recommendations
  a) State concisely
  b) What does it mean or where should we go
  c) Max one or two sentences
Examples

• Consultant report to client
• Feasibility study
• Report to a board or a boss
• Describe the function of a machine
Metrics for Written Reports

• Written Reports:
• Short tech. reports: 2 page max. length; references required (use 3rd page)
Assignment

• Hand in topic choice for 1st short paper (maybe) already done
• Short paper #1 due 10/18/13
• We will start short talks next week,