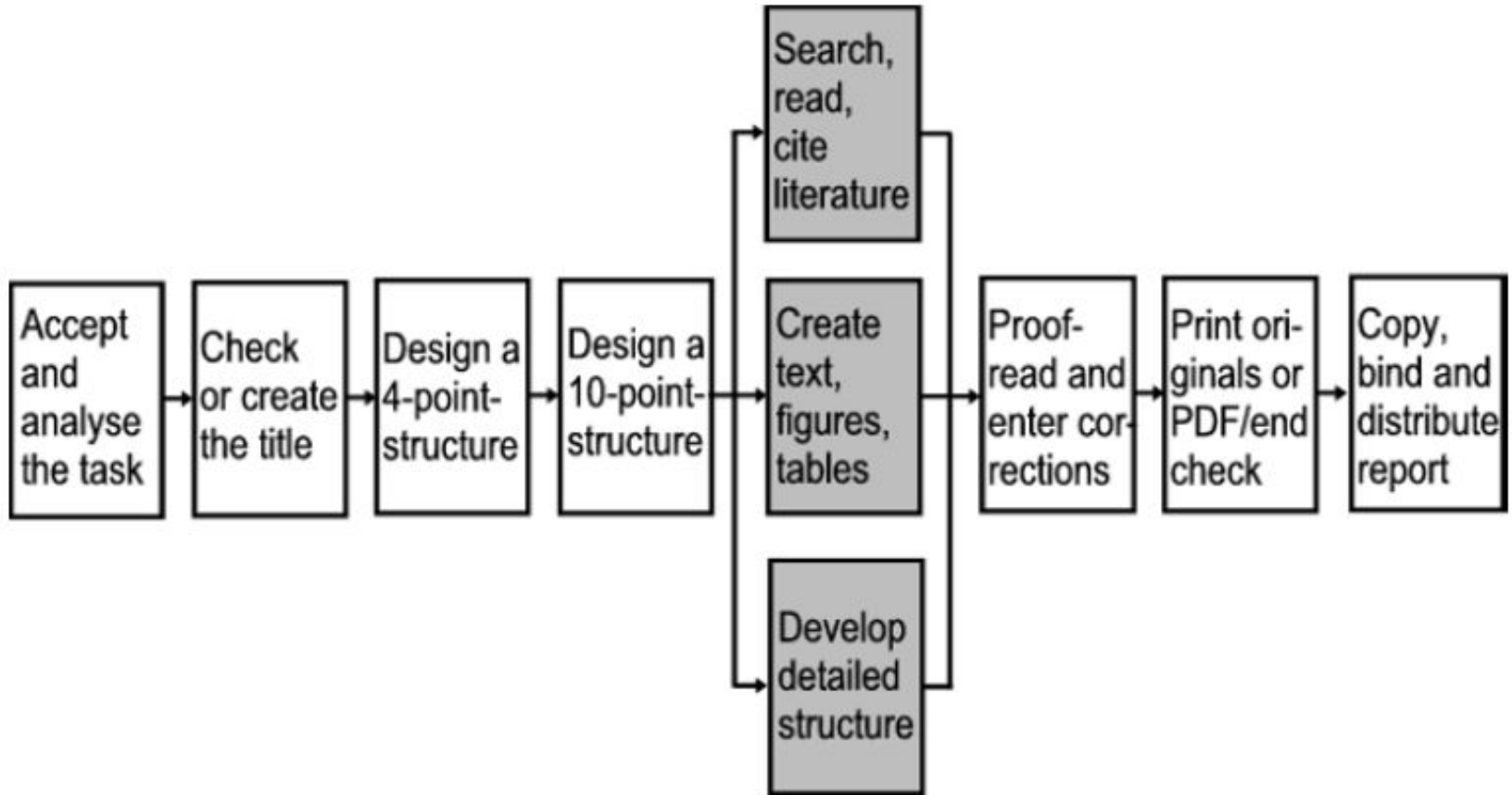


# Writing and Creating the Technical Report

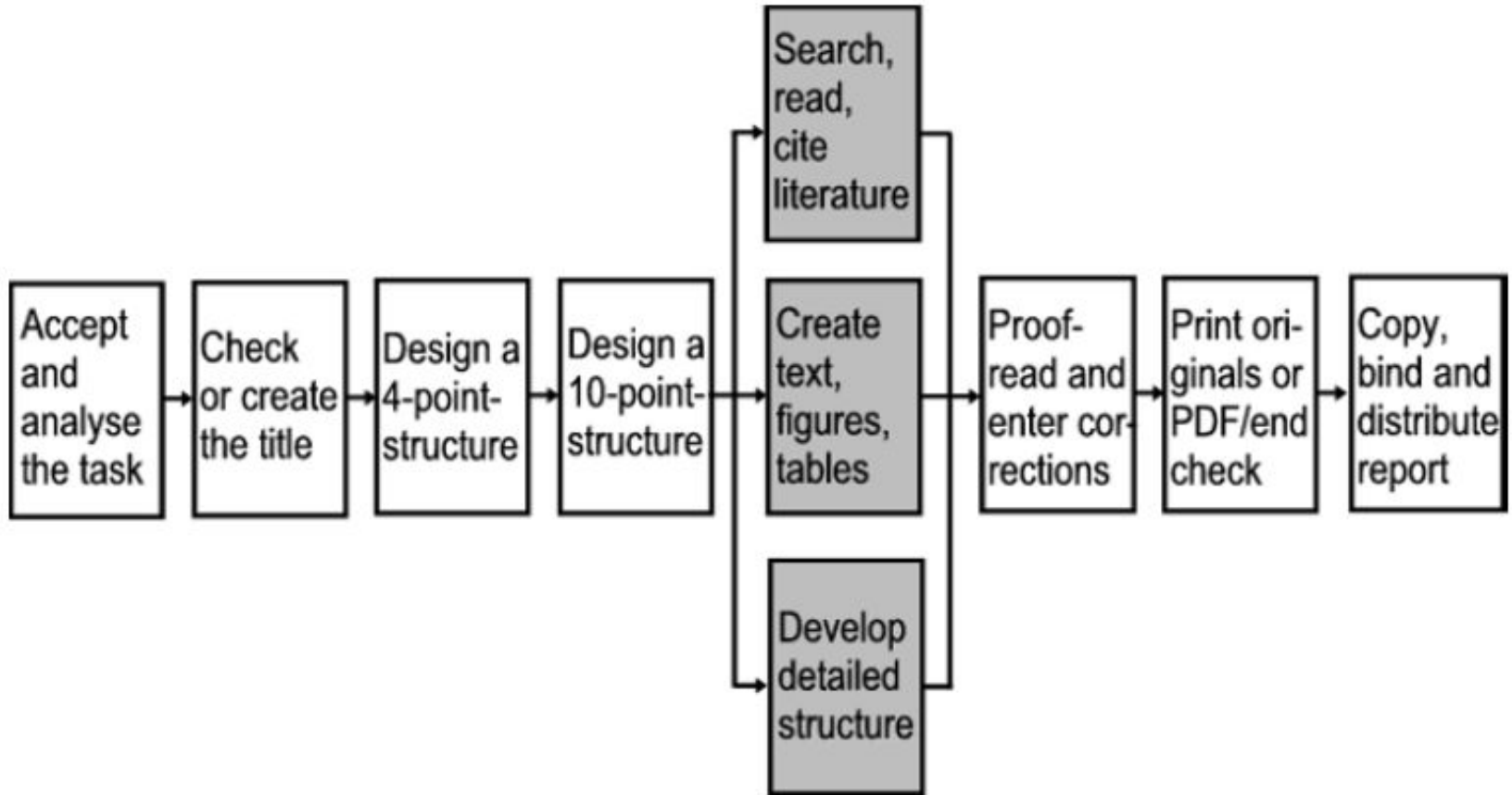
# Overview



# 1. Planning the technical report

- 1.1 General overview of all required work steps
- 1.2 Accepting and analyzing the task
- 1.3 Checking or creating the title
- 1.4 The structure as the “backbone” of the Technical Report
- 1.5 Project notebook (jotter)

# Overview



# Writing and Creating the Technical Report

- 2.1 Parts of the Technical Report and their layout
- 2.2 Collecting and ordering the material
- 2.3 Creating good tables
- 2.4 Instructional figures
- 2.5 Literature citations
- 2.6 The text of the Technical Report
- 2.7 Using word processing and desktop publishing (DTP) systems
- 2.8 Creating slides with presentation graphics programs
- 2.9 Completion of the Technical Report

# Parts of technical report

- **2.1.1 Front cover sheet and title leaf**
- 2.1.2 Structure with page numbers = Table of Contents (ToC)
- 2.1.3 Text with figures, tables, and literature citations
- 2.1.4 List of references
- 2.1.5 Other required or useful parts

# Keep in mind the following remarks

- ☞ *From time to time you should imagine to be the reader and ask yourself: When does the reader need which information? Does the current figure appear “out of the blue”? Should I pick up the structure, write an intermediate summary, or announce the new document part from a very general point of view? Is the subdivision of information logical and comprehensible?*

# Parts of the technical report

**Checklist 3-1**      Parts of a Technical Report or a thesis according to ISO 7144

## *front matter*

- outside and inside front cover (cover pages 1 and 2)
- title leaf
- errata page(s)
- abstract
- preface
- table of contents
- list of illustrations (figures) and list of tables
- list of abbreviations and symbols
- glossary



# Parts of the technical report

**Checklist 3-1**      Parts of a Technical Report or a thesis according to ISO 7144

*body of thesis*

– main text with essential figures, illustrations and tables, list of references

*annexes*

tables, figures, illustrations, bibliography etc.

*end matter*

- index(es)
- curriculum vitae of the author
- inside and outside back cover  
(cover pages 3 and 4)
- accompanying material

# 1. Front cover sheet and title leaf

- Having chosen the best title
- Front cover sheet and title leaf is a must
- Inner title leaf
- Outer front cover sheet
- Inner and outer title are identical, when?

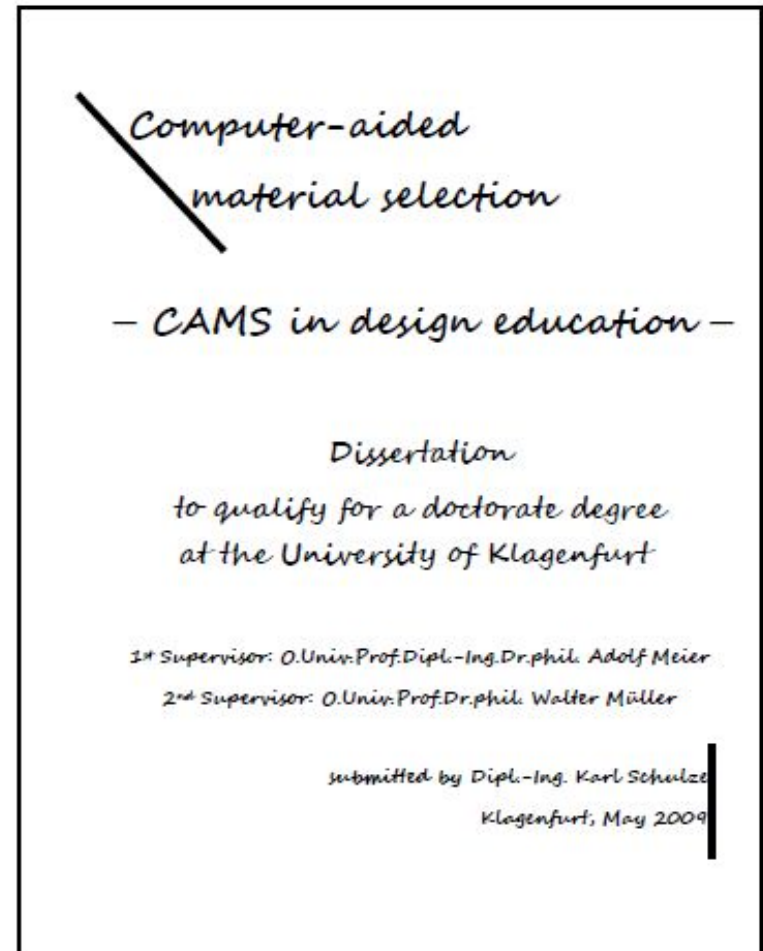
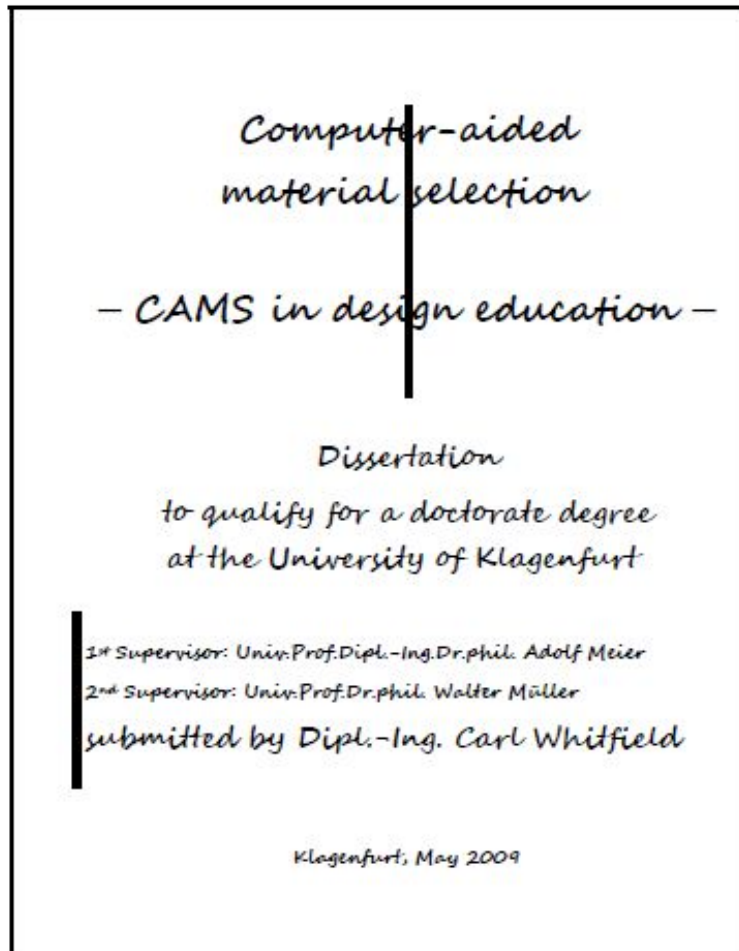
# 1. Front cover sheet and title leaf

There are some faults which occur quite frequently on front cover sheets.

The faults occurring most frequently on front cover sheets are:

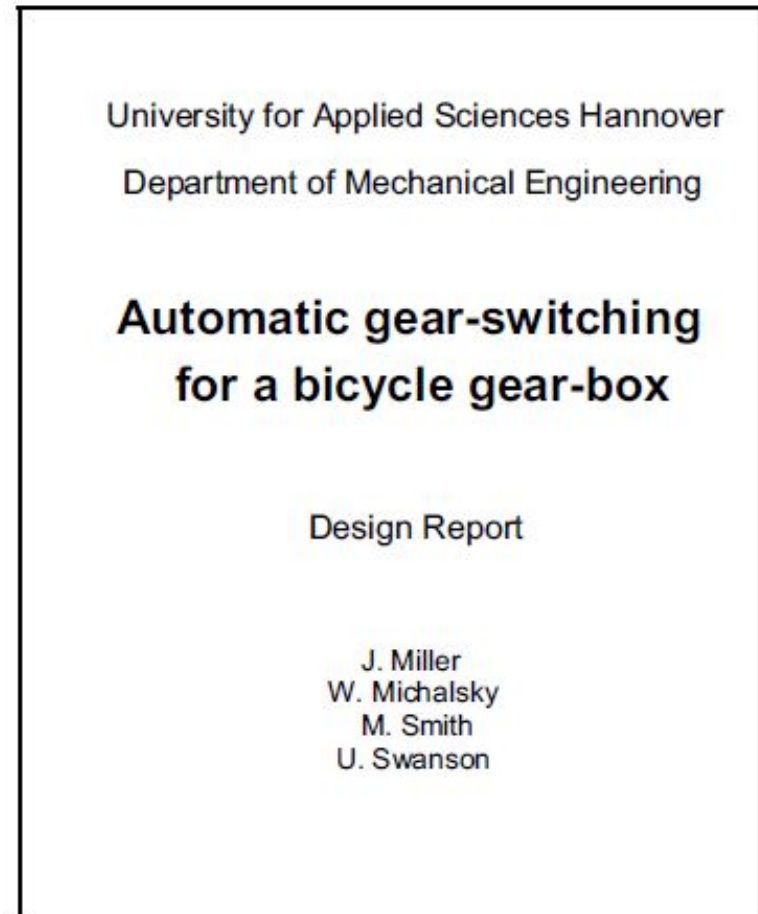
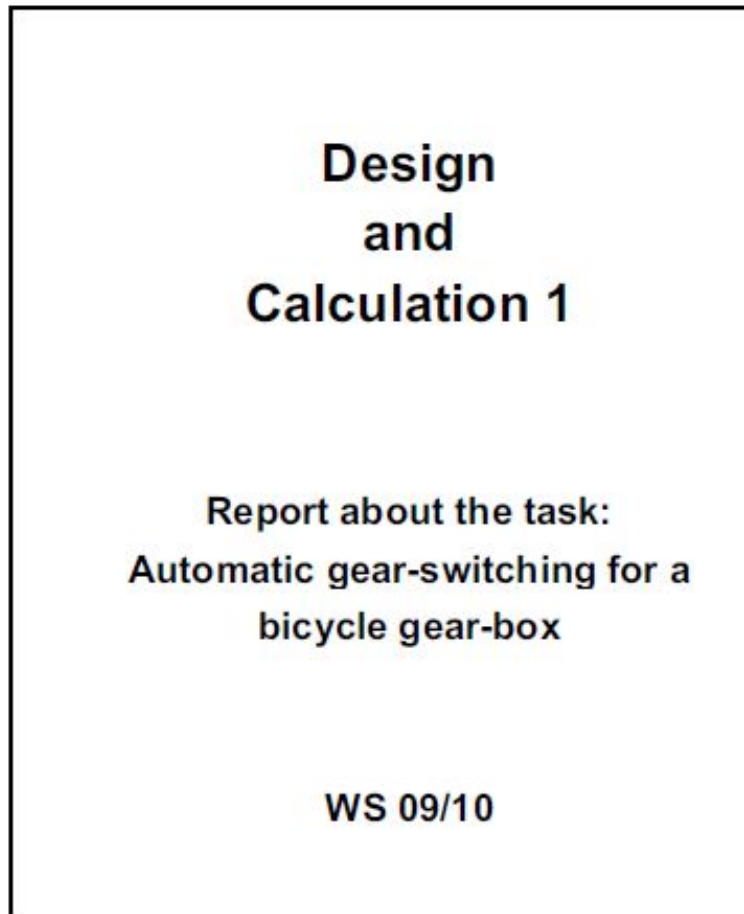
- The name of the institution is missing on the top of the page.
- The name of the university is correctly specified, but the name of the department and/or institute are missing.
- The title (essential!) is layouted with a too small font size, while the type of report (not so important!) is much larger than the title.

# 1. Front cover sheet and title leaf




Handwritten drafts of a dissertation (centered and left-justified)

# 1. Front cover sheet and title leaf



Comparison of a faulty (left side) and a correct (right side) front cover sheet for a design report


# 1. Front cover sheet and title leaf

Department of  
mechanical engineering Fachhochschule   
Hannover

**Design of a test plant  
to examine the static strength  
of valves**

Diploma Thesis

Bart Wayne  
Thomas Miller

Department of  
mechanical engineering Fachhochschule   
Hannover

**Design of a test plant  
to examine the static strength  
of valves**

Diploma Thesis


submitted by: Bart Wayne, 945672  
Thomas Miller, 942388

1<sup>st</sup> Supervisor: Prof. L. Heinrich  
2<sup>nd</sup> Supervisor: Prof. F. Grambach

Start: 20.3.2009  
End: 20.6.2009

Front cover sheet and title leaf of a diploma thesis

# 1. Front cover sheet and title leaf

Department of mechanical engineering	Fachhochschule Hannover	
<b>Design of a lifting platform for maintenance and repair of small aircrafts</b>		
Development Report		
Michael Bloom Carl Remblovsky Thomas Smith Lewis Vandenburg		

Department of mechanical engineering	Fachhochschule Hannover	
<b>Design of a lifting platform for maintenance and repair of small aircrafts</b>		
Development Report SS 09		
<u>supervised by:</u>	<u>written by:</u>	
Prof. L. Holz	Michael Bloom, 935648 Carl Remblovsky, 945561 Thomas Smith, 948823 Lewis Vandenburg, 936712	

Front cover sheet and title leaf of a design report

# 1. Front cover sheet and title leaf

**Checklist**                      Minimum information on front cover sheet and title leaf

**Front cover sheet for all types of Technical Reports:**

(Logo and) institution

Title of the work (large!)

Subtitle (if applicable)

Type of report (smaller!)

Author/s (medium)

Characteristic image or illustration (if applicable)



# 1. Front cover sheet and title leaf

**Checklist**    **Title leaf for all Technical Reports in a study course beside final theses**

(Logo and) institution: university/department/institute

Title of the work (large!)

Subtitle (if applicable)

Type of report (smaller!)

in the subject <name of the subject>

Specification of semester or term (e. g. SS 09)

supervised by:  
(name with title/s)

written by: name/s or group and group number  
(first name/s, name/s, student ID number/s)

# 1. Front cover sheet and title leaf

## Checklist

## Title leaves for final theses

(Logo and) institution: university/department/institute

Title of the work (large!)

Subtitle (if applicable)

Type of report (smaller!)

1<sup>st</sup> Supervisor:

written by:

2<sup>nd</sup> Supervisor:

(first name/s, name/s, student ID number/s)

Start: (exact date)

End: (exact date)

# 1. Front cover sheet and title leaf

**Checklist**     **Title leaves for Technical Reports in industry**

(Logo and) company, main department, department

Title of the work (large!)

Type of report (smaller!)

written by

Author/s (title/s, first name/s, name/s, department/s, evtl. e-mail, telephone, fax,  
evtl. addresses of contact persons, promoters, sponsors etc.)

Date and evtl. version (e. g. June 2009 or Version 1, June 2009)

# 1. Front cover sheet and title leaf checklist

## Checklist

Placement of information on front cover sheet and title leaf

Work steps to place the information on a front cover sheet and title leaf:

- create several variants, use handwriting on paper to avoid restricting your creativity by a limited screen
- try out different line breaks
- form different blocks of information (title, supervisors, company/university, date)
- arrange these blocks centred, left-justified, right-justified or along an angular line
- select the “best” arrangement
- transfer it to your word processor and optimize it there
- care for layout rules of your university, institute, or company

- Create your own front cover and title leaf...

## 2. Table of contents

- Backbone of the technical report
- Must always have page numbers