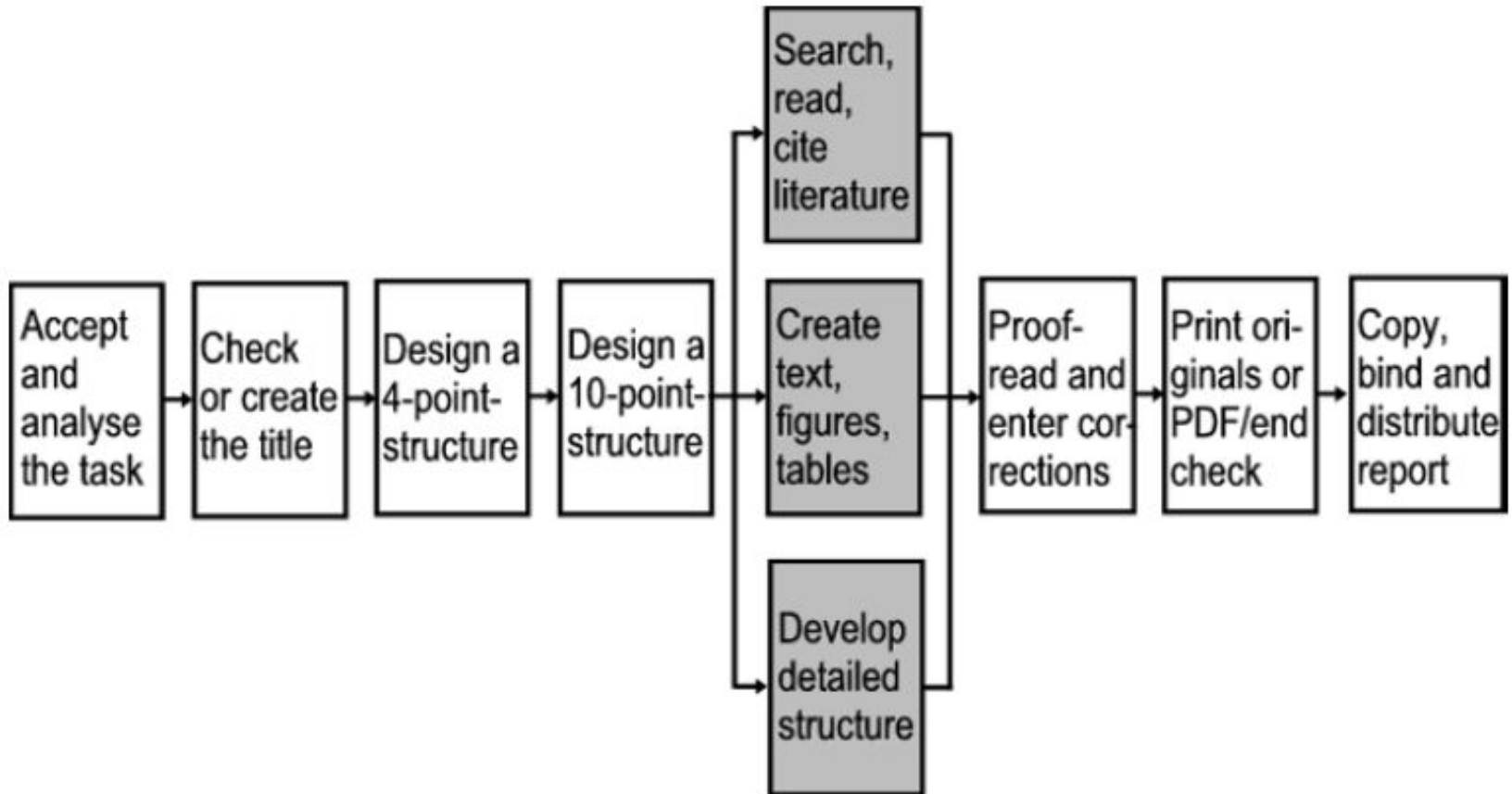


Writing and Creating the Technical Report

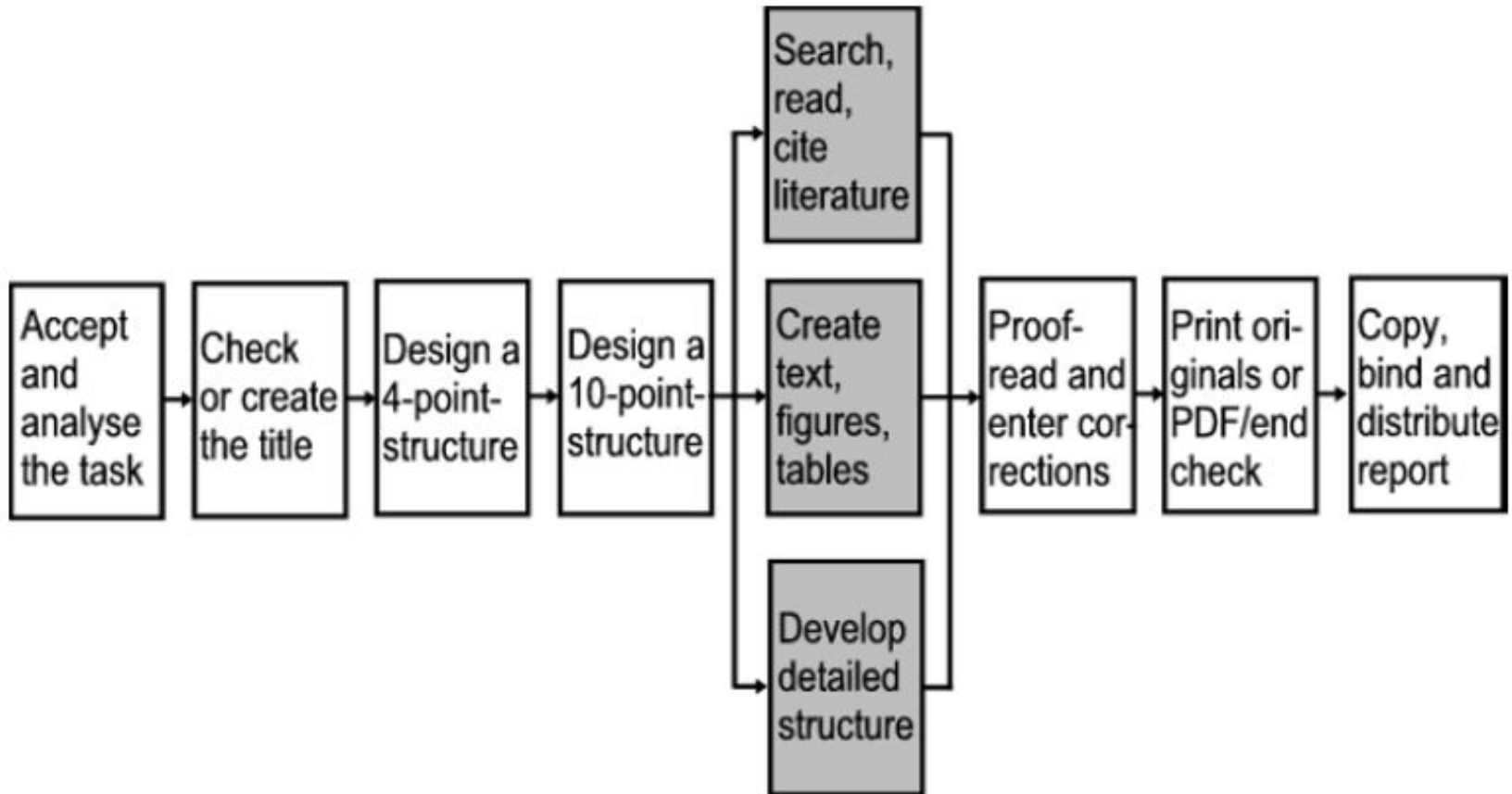
Overview



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?

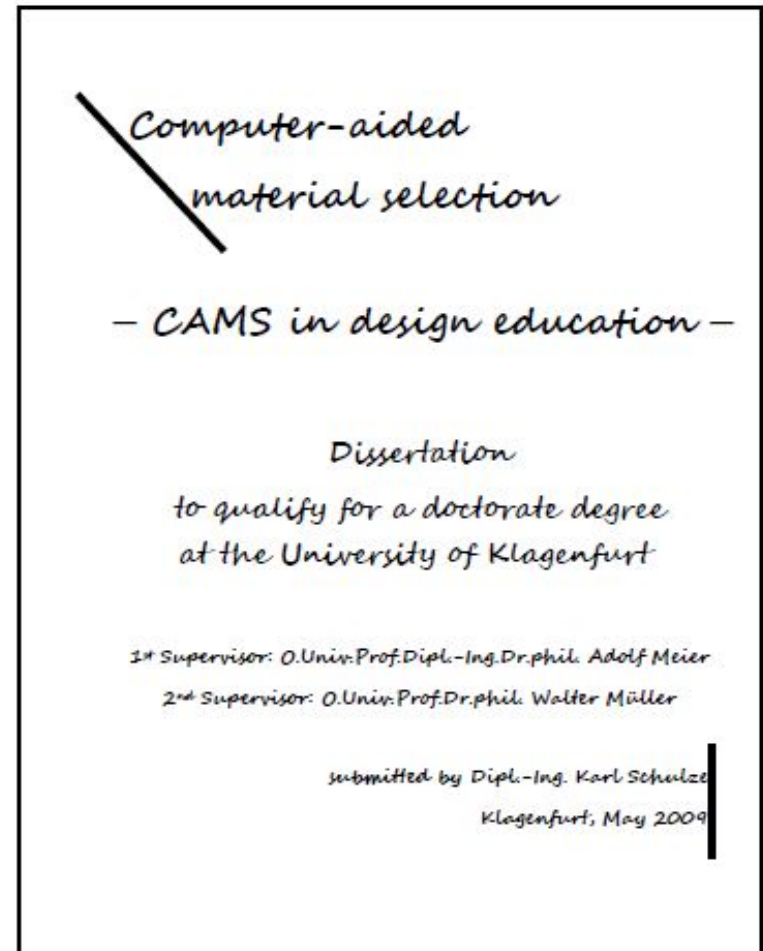
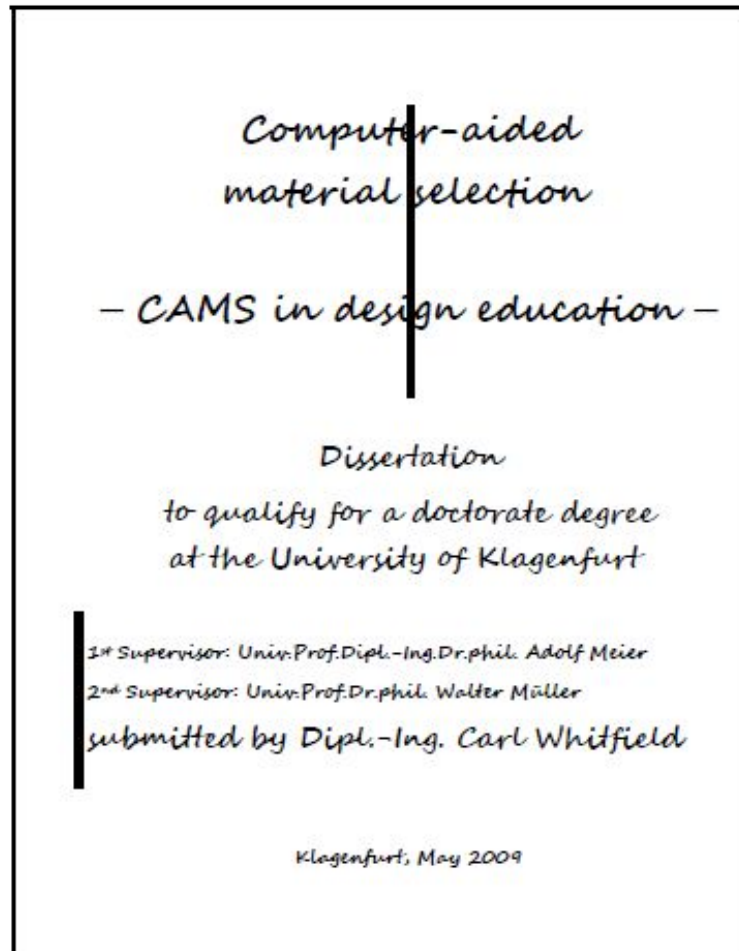
1. Front cover sheet and title leaf

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

The faults occurring most frequently on front cover sheets are:

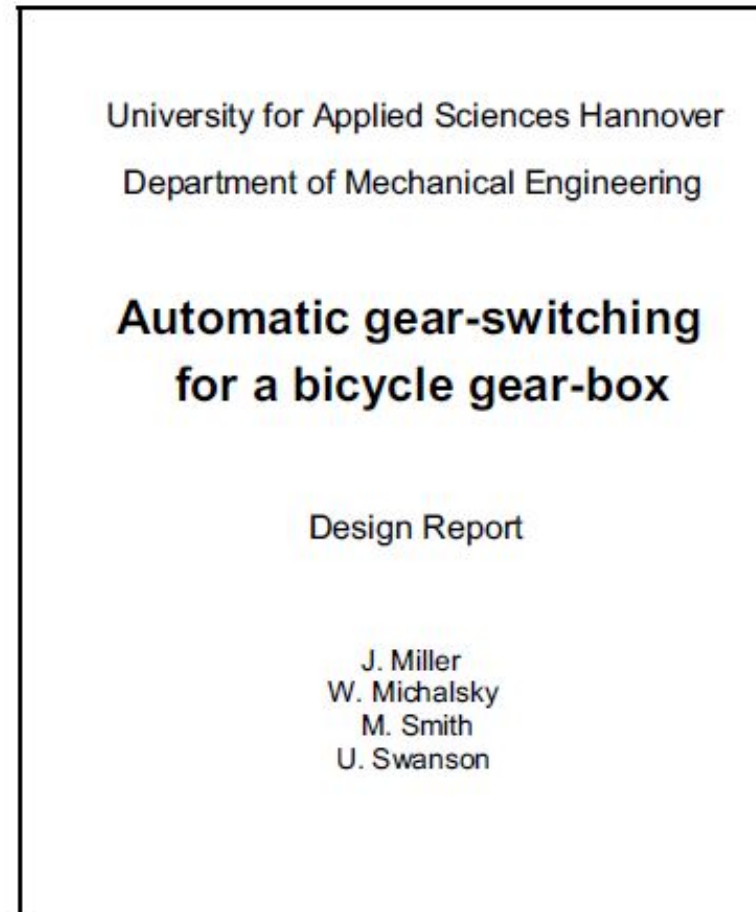
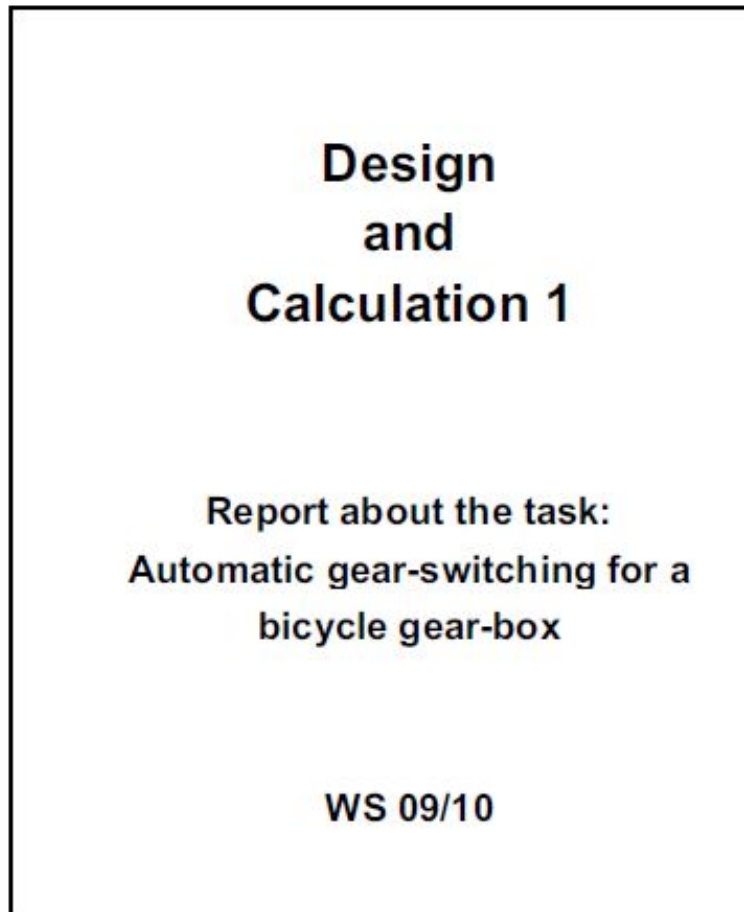
- The name of the institution is missing on the top of the page.
- The name of the university is correctly specified, but the name of the department and/or institute are missing.
- The title (essential!) is layouted with a too small font size, while the type of report (not so important!) is much larger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

1. Front cover sheet and title leaf



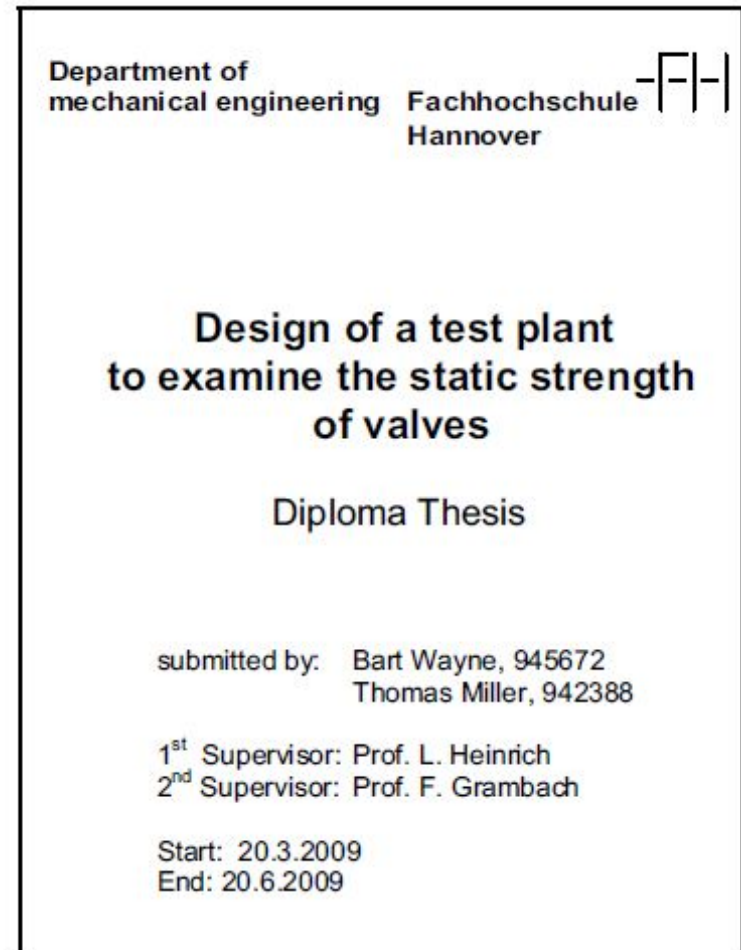
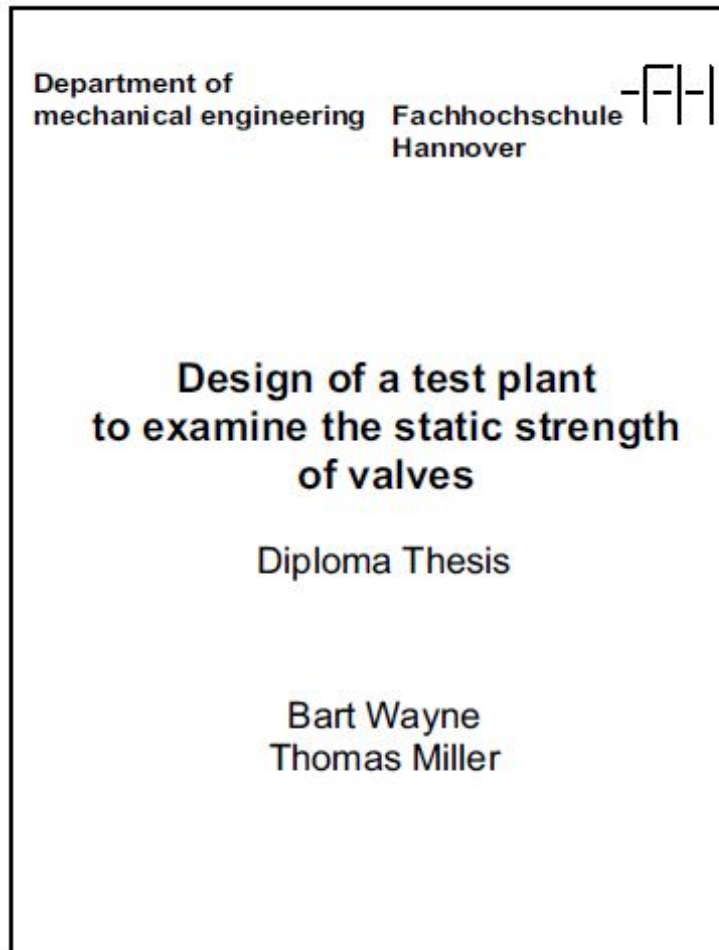
Handwritten drafts of a dissertation (centered and left-justified)

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



Front cover sheet and title leaf of a diploma thesis

1. Front cover sheet and title leaf

Department of mechanical engineering	Fachhochschule Hannover	-F-H-
Design of a lifting platform for maintenance and repair of small aircrafts		
Development Report		
Michael Bloom Carl Remblovsky Thomas Smith Lewis Vandenburg		

Department of mechanical engineering	Fachhochschule Hannover	-F-H-
Design of a lifting platform for maintenance and repair of small aircrafts		
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!)

1st Supervisor:

written by:

2nd 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