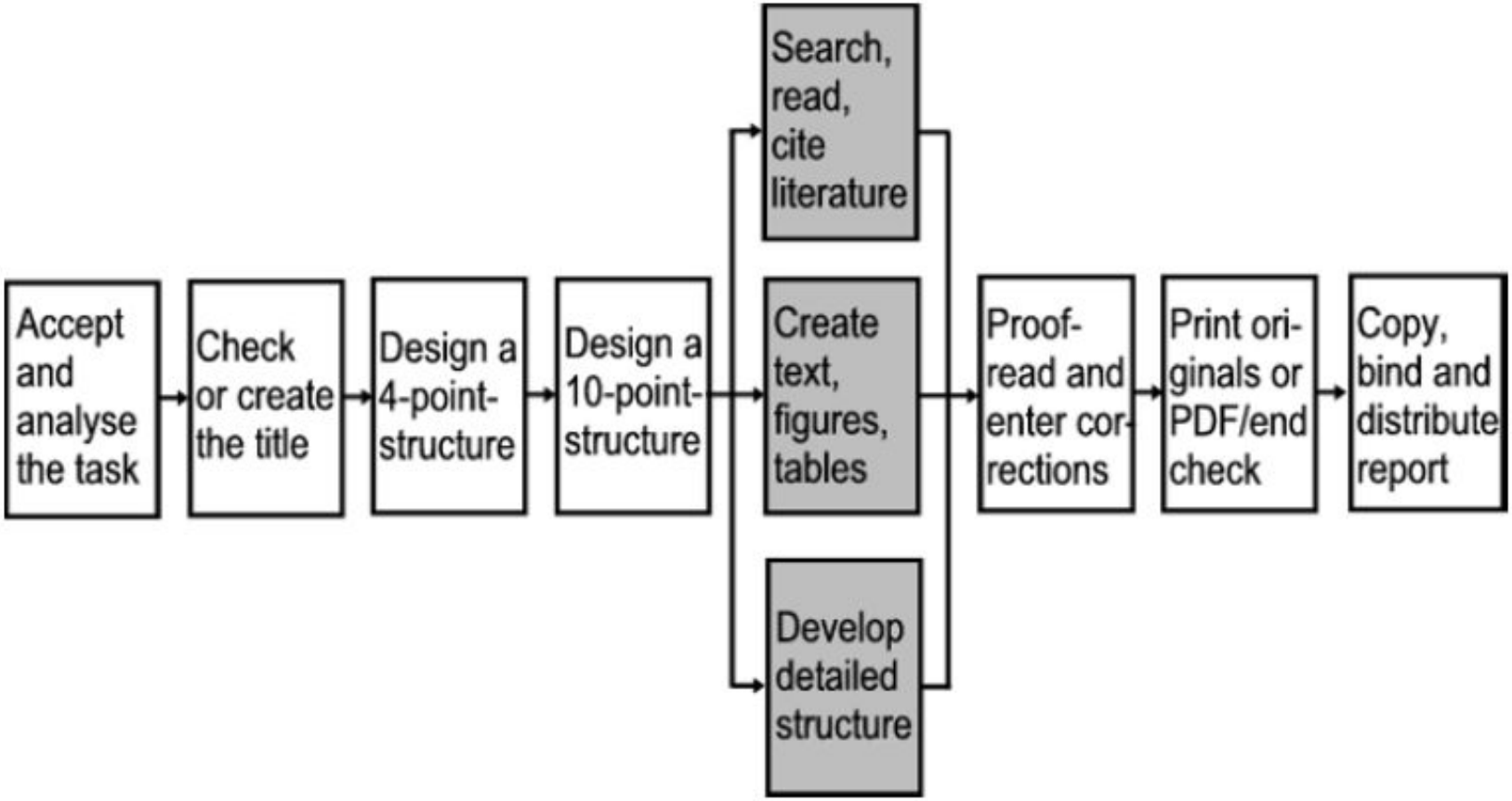
Writing and Creating the Technical Report

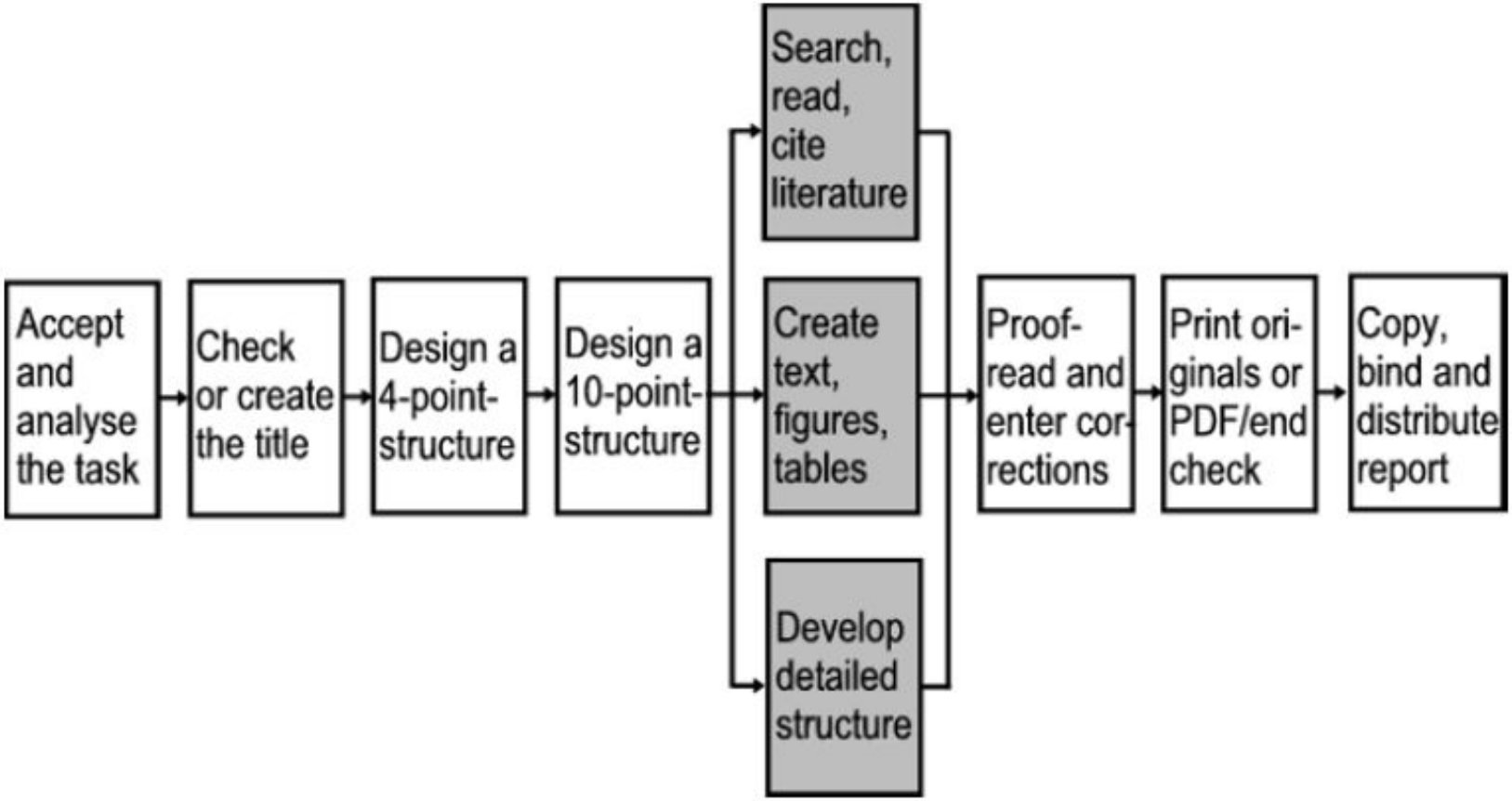
Overview


Accept and analyse the task
Check or create the title
Design a 4-point-structure
Design a 10-point-structure
Search, read, cite literature
Create text, figures, tables
Develop detailed structure
Proof-read and enter cor-rections
Print ori-ginals or PDF/end check
Copy, bind and distribute report

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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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?

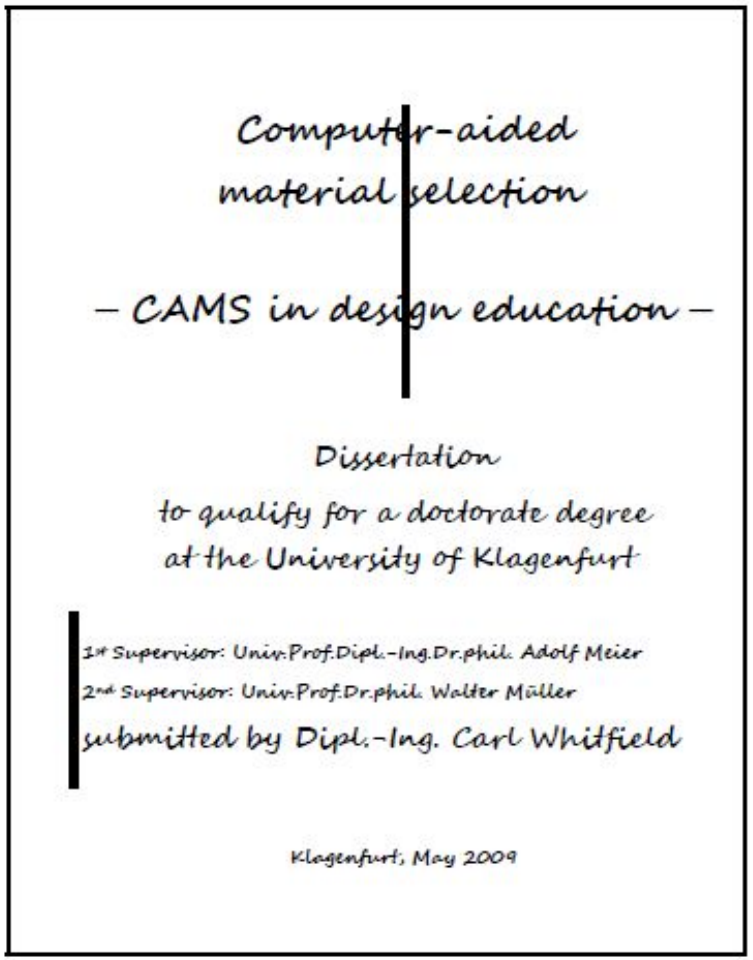
1. Front cover sheet and title leaf

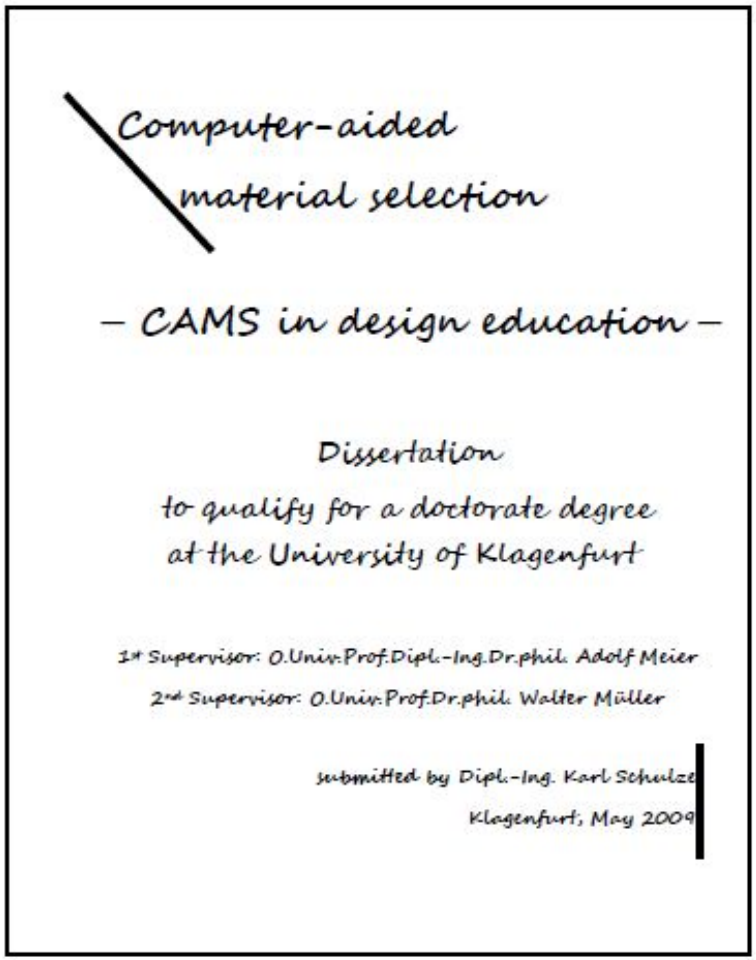
There are some faults which occur quite frequently on front cover sheets.

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

Design
and
Calculation 1

Report about the task:
Automatic gear-switching for a bicycle gear-box

WS 09/10

University for Applied Sciences Hannover

Department of Mechanical Engineering

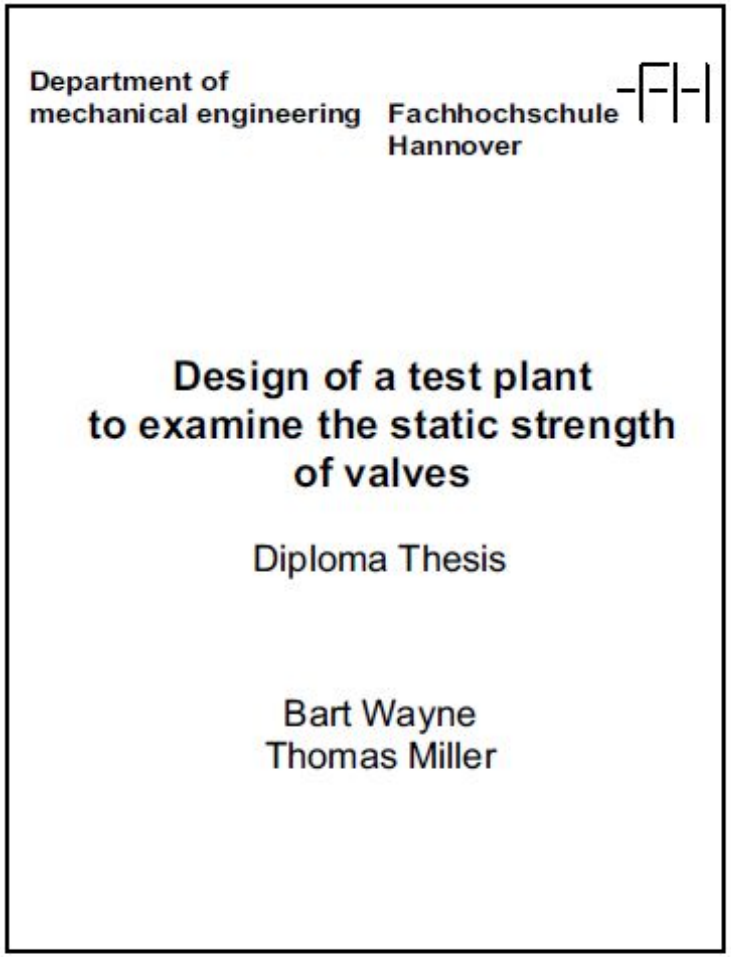
Automatic gear-switching for a bicycle gear-box

Design Report

J. Miller
W. Michalsky
M. Smith
U. Swanson

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

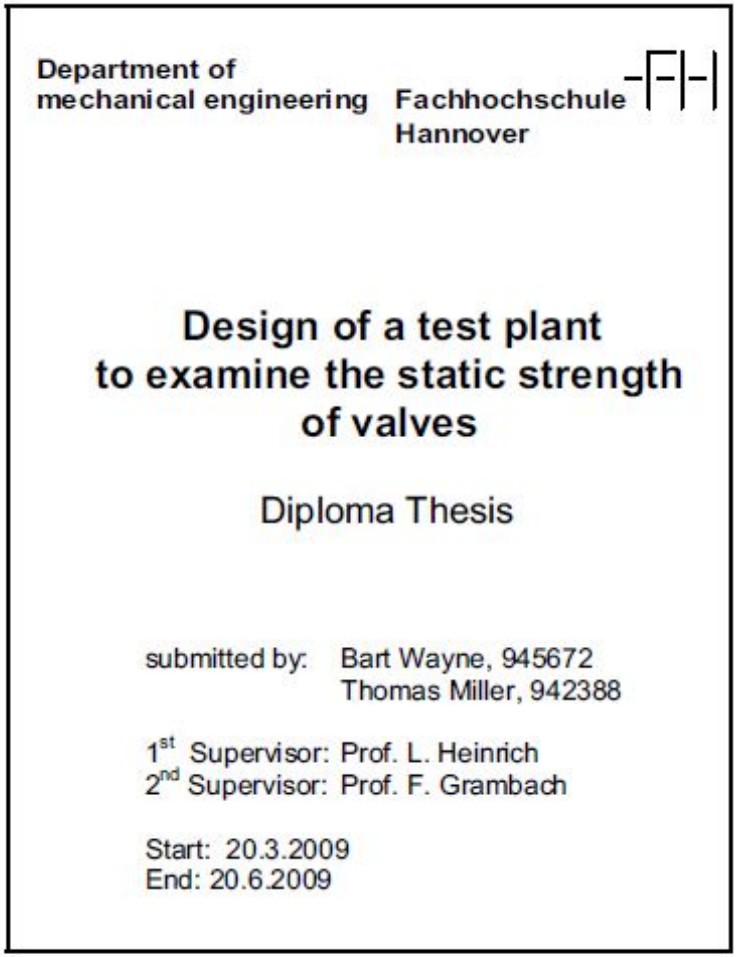


Department of mechanical engineering
Fachhochschule Hannover

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

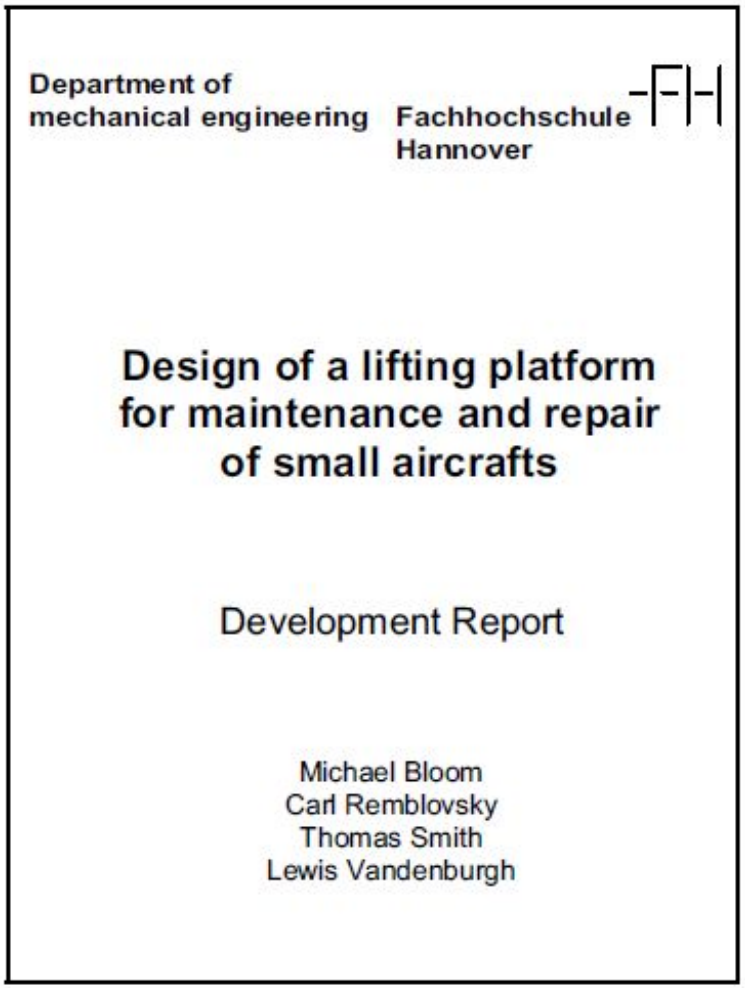
submitted by: Bart Wayne, 945672
Thomas Miller, 942388

1st Supervisor: Prof. L. Heinrich
2nd 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

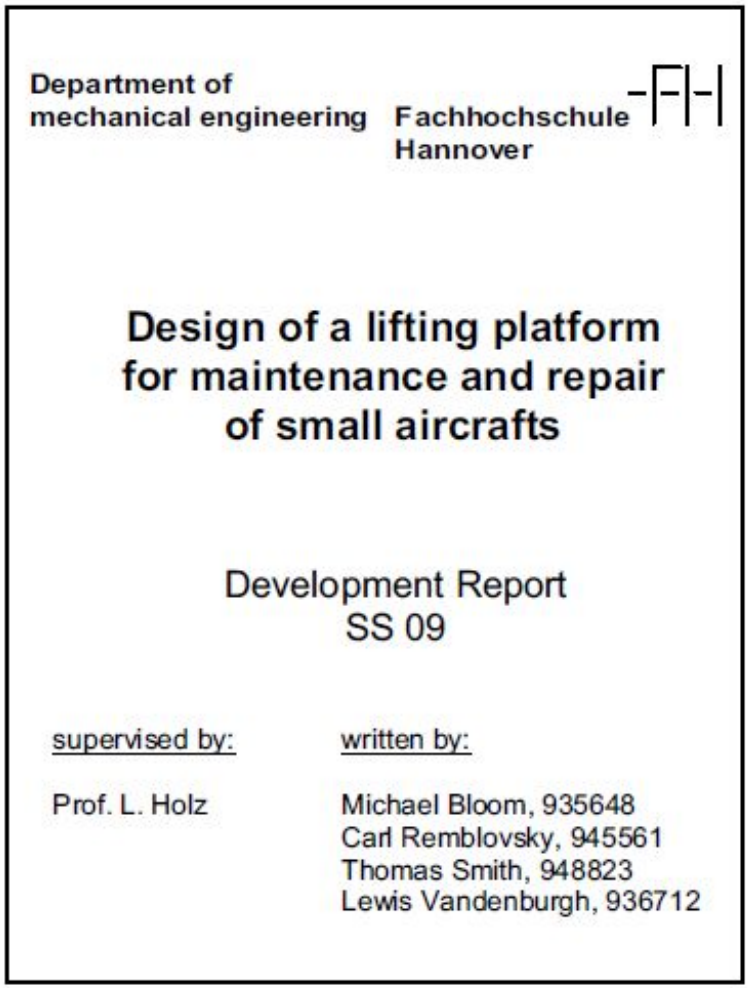


Department of mechanical engineering
Fachhochschule Hannover

Design of a lifting platform for maintenance and repair of small aircrafts

Development Report

Michael Bloom
Carl Remblovsky
Thomas Smith
Lewis Vandenburgh



Department of mechanical engineering
Fachhochschule Hannover

Design of a lifting platform for maintenance and repair of small aircrafts

Development Report
SS 09

supervised by:

Prof. L. Holz

written by:

Michael Bloom, 935648
Carl Remblovsky, 945561
Thomas Smith, 948823
Lewis Vandenburgh, 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