

*TECHNICAL REPORTS DETAILS
(FOR CLIENTS)*

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INTRODUCTION

Report writing involves

1. *Case-study reports.*

In a company, you may want to prepare a report on the work you undertook in improving the system, machine, or device. In such scenarios, a case-study report has the following format.

- a) Executive summary*
- b) Introduction*
- c) Goals*
- d) Assumptions.*
- e) Target market*
- f) Market needs*
- g) Case analysis*
- h) Recommendations*
- i) Conclusion.*

2. *Academic-based technical reports.*

These are typically reports prepared for projects one did in their final years of study while undertaking undergraduate, graduate, and post-graduate programs in institutions. Additionally it involves various tasks one undertakes i Their general format is as follows

- i. Introduction*
- ii. Background*
- iii. Objectives*
- iv. Roles and responsibilities*
- v. Design section*
- vi. Summary*

3. *Work-based technical reports.*

These are reports prepared in a company-set up. They tend to differ with Academic-based technical reports only in terms of their complexity, but their general format is the same as follows.

- i. Introduction*

- ii. *Background*
- iii. *Objectives*
- iv. *Roles and responsibilities*
- v. *Design section*
- vi. *Summary*

4. *Lab reports.*

As an intern engineer, you may need to prepare the lab report of the work you performed in the laboratory. In such scenarios, the following general format is as follows:

- i. *Introduction.*
- ii. *Theory.*
- iii. *Aims and objectives*
- iv. *Data presentation.*
- v. *Sources of errors.*
- vi. *Data analysis.*
- vii. *Recommendations*
- viii. *Conclusion.*

GENERAL FORMAT

As you have noticed in the above project details section, the format of each document may differ from another. However, one common similarity is the design section which adopts the following technical details

- i. *Details of the methodology, i.e. how you did the project?.*
- ii. *Technical reasons for adopting such a methodology.*
- iii. *Relevant drawings, graphs, and images used for the project analysis.*
- iv. *Details of the computer software(s) used in the project's methodology.*
- v. *Result analysis and testing of the project.*
- vi. *Details of the relevant engineering standards adopted.*
- vii. *Design, environmental, and workplace safety measured followed in the project's methodology.*
- viii. *Economic decisions undertaken to reduce the cost of implementing the project.*

Thank you for reading this document, We look forward to working with and for you

Regards, Pro Writers

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