

Technical Report Writing

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Overview

- Selecting effective report topics
 - Using worksheets to plan projects
 - Developing and proposing project plans
 - Developing effective report drafts
 - Revising drafts
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3-Parts of Report Writing

- Part 1: Proposal
 - plan and propose project to instructor
 - Part 2: First draft of report
 - conduct research and interpret findings
 - develop and design visual and textual content
 - Part 3: Revise and add formal elements
 - revise draft (style, cohesion, and usage) for situation and audiences
 - develop front and back matter
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Report Topics

- Students must identify
 - a real client who
 - has a problem, need, or opportunity
 - has decision-making authority
 - is available to meet face to face (at least twice)
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Report Topics

- An investigative focus on determining whether a solution is feasible.
 - Investigates whether X is a feasible solution to the client's problem. Makes a recommendation to implement or not implement X.
 - Investigates whether Y or Z is a more feasible solution to the client's problem. Makes a recommendation to implement Y, Z, or neither.
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Report Topics

- An investigative focus on understanding a problem and identifying a plan of action for solving it.
 - Investigates why X occurred (or is occurring).
Recommends a plan of action for resolving X.
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Report Topics

- An investigative focus on convincing a client to implement a particular solution to solve a problem (or realize an opportunity).
 - Proposes that the client authorize the writer to implement solution X, which will solve the client's problem.
 - Proposes that the client consider an alternate method, procedure, or product for meeting an existing need.
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Questions?

- Suggested Topics

Topic Worksheet (linked on assignment page)

- Purpose: to help students
 - create a realistic plan for researching and developing their report
 - test the suitability of the topic
 - create a framework or research plan that will guide
 - their investigative efforts
 - their interpretive acts
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Topic Worksheet

- Worksheet: Problem and Solution Analysis
 - Analyzing problem
 - Identifying goals and criteria for effective solutions
 - Forecasting possible solutions
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Topic Worksheet

- Problem Analysis
 - ❑ Problem statement
 - ❑ Workplace context
 - ❑ Systems context
 - ❑ Negative consequences
 - ❑ Potential causes
 - ❑ Remedies in progress
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Topic Worksheet

- Criteria for Effective Solution(s)
 - Goals solution(s) should achieve
 - Criteria for evaluating solution(s)
 - Conditions constraining solution(s)
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Topic Worksheet

■ Solution Analysis

- ❑ How the solution solves the problem
 - ❑ Negative consequences eliminated
 - ❑ Positive consequences added
 - ❑ How the solution compares to other solutions (possibly, how the solution compares to doing nothing)
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Your Task

- Complete a topic worksheet for next week
 - Each student presents a possible topic
- Present that topic to the class