

How to Write a Technical Report*

The publication of the technical details of developmental efforts related to the creation of a particular artificial device/product on the basis of established fundamental knowledge is made in the form of a technical report. While regular research papers have either only pure research content or both research and development (R&D) parts with an emphasis on the research findings, technical reports focus on the technicalities during the development process. Technical reports also have certain fundamental research elements which are rather limited and partially explored but can eventually be used in future studies. The editorial decision about the classification of a given manuscript as a technical report is made on a case-by-case basis. Both form and content of technical reports are discussed below.

Form of a Technical Report

A technical report typically consists of five up to eight two-column pages. Technical reports can be organized similarly to regular research papers as described in the article "How to Write a Regular Paper" in the 13(3) January 2010 issue of AU J.T to include the following items:

- title, not exceeding 75 characters;
- full name(s) of the author(s), with no title(s);
- affiliation and e-mail of the first author, and e-mail(s) of other author(s) with the same affiliation as the first author, if any (for other author(s) with other affiliation(s), if any, affiliation and e-mail should appear in a footnote);
- abstract (not exceeding 200 words but no fewer than 100 words);
- keywords;
- introduction, not exceeding one page, which provides an insight about the importance of the reported information for the practice;
- body of the report;
- conclusion;
- acknowledgements (optional);
- references; and
- appendix (optional).

However, technical reports may have some specific organization of the corresponding sections of the *body of the report* which may consist of several sections, depending on the technical work that has been done. The said body should be logical and systematic which can be accomplished with the use of a simple writing style and a proper technical terminology. The sections should contain coherent information to build up the subject matter in a logical way. The information that does not fit with the subject matter should be included in one or more Appendices.

Sample sections that may be put in the body of the report are listed below:

- technical background, including a literature review, describing the initial problem and its evolution, the basic requirements, and the known solutions;
- reasons and motivations for design choices;
- methods, proposed design or layout;
- basis, key aspects of realization;
- choice of set-up or measurement method;
- performance evaluation, comparison, discussion and analysis of obtained test results.

The readability is a major requirement when analyzing the language aspects of technical reports. The construction of concise and simple sentences with the use of short words and active verbs optimizes the writing process and allows the inclusion of more information.

* By Dobri Atanassov Batovski, Deputy Editor, AU J.T.

(Continued on inside back cover)

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Table of Contents Writing Technical Reports

1. Understanding the eBook Writing Technical Reports
 - The Rise of Digital Reading Writing Technical Reports
 - Advantages of eBooks Over Traditional Books
2. Identifying Writing Technical Reports
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Writing Technical Reports
 - User-Friendly Interface
4. Exploring eBook Recommendations from Writing Technical Reports
 - Personalized Recommendations
 - Writing Technical Reports User Reviews and Ratings
 - Writing Technical Reports and Bestseller Lists
5. Accessing Writing Technical Reports Free and Paid eBooks

- Writing Technical Reports Public Domain eBooks
 - Writing Technical Reports eBook Subscription Services
 - Writing Technical Reports Budget-Friendly Options
6. Navigating Writing Technical Reports eBook Formats
 - ePub, PDF, MOBI, and More
 - Writing Technical Reports Compatibility with Devices
 - Writing Technical Reports Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Writing Technical Reports
 - Highlighting and Note-Taking Writing Technical Reports
 - Interactive Elements Writing Technical Reports
 8. Staying Engaged with Writing Technical Reports
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Writing Technical Reports
 9. Balancing eBooks and Physical Books Writing Technical Reports
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Writing Technical Reports
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Writing Technical Reports
 - Setting Reading Goals Writing Technical Reports
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Writing Technical Reports
 - Fact-Checking eBook Content of Writing Technical Reports
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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