

Example format for a technical report on WQM

TITLE

The title should clearly and briefly indicate what the report is about.

Executive Summary

Summarises the report in plain English. The Executive Summary should be able to be read and understood independently of the main body of the report. It is often easiest to write after completing the rest of the report.

1: Introduction

Background to the report, including discussion of previous studies in the area or related studies. The introduction should also clearly outline the reason for the study/report, including objectives and any working hypotheses.

2: Methodology

2.1. Experimental/sampling design

A description of the study area and study design, including detail such as equipment used in field and laboratory work, methodology for selecting sampling sites, field work undertaken and methods of laboratory analysis. For a WQM program this detail needs to include what parameters were tested and any standards and protocols used in the laboratory analysis of samples.

2.2. Data analysis

An outline of how the data obtained from sampling and laboratory analysis were analysed, including details of any statistical tests undertaken and their assumptions and limitations.

3: Results

A description of the results obtained without any explanation or interpretation of them. Visual aids such as graphs, tables and maps may be used to summarise the results. If raw data is to be included in the report, it should be placed in an appendix rather than in the results section.

4: Discussion

The results of the study are interpreted and implications of these results in terms of the project objectives are discussed. A discussion of how the results relate to other studies is also common. An evaluation of the methodology used may also be undertaken.

5: Conclusions

Summarises specific conclusions drawn from the results in terms of the project objectives and working hypotheses.

6: Recommendations

Writing The Business And Technical Report

Huangqi Zhang



Writing The Business And Technical Report:

Writing The Business And Technical Report: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have charmed audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is an exceptional and gripping novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

https://thebrandexperience.com/data/uploaded-files/Documents/guide_therapy_techniques.pdf

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Writing The Business And Technical Report Introduction

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