

Technical Report Template

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Abstract

Every report should have an abstract. The abstract summarizes the report using between 100 and 200 words in a single paragraph. The purpose of an abstract is so that a reader can quickly get an idea of the main points and contributions of the paper. The author often writes the abstract last. This is because it is only *after* the body of the report is written that the writer gains a good perspective of the contents and results of the report. All reports submitted to me should follow the format shown in this template. Also, if you use this template for reports in your courses, you will be in good shape. However, be aware that CSU has a separate template for theses and dissertations. Note that the purpose of the abstract is *not* to provide an introduction to the problem, or a motivation for solving the problem, or a discussion of related work. Those discussions belong in the abstract. The purpose of the abstract is to summarize the report and the results.

1. Introduction

All reports should have an introduction. One purpose of the introduction is to introduce the problem. For instance, consider the background of this report template. I receive a lot of reports from students; a lot of them have common errors in writing, grammar, and organization; and all of them are in different formats. It looks more professional if all the reports that I collect are in the same format. This is especially true if the reports are distributed to other people, or if they are posted on the Internet.

Another purpose of the introduction is to provide a motivation for the work presented in the report. For instance, consider the motivation of this report template. If all of my students follow this template, then I won't have to provide individual guidance to hundreds of students. However, it is not only for selfish reasons that I provide this template. Students who follow this template can be sure that their reports will be more correct and more professional than they would be otherwise.

Another purpose of the introduction is to provide an overview of related work. The introduction should include at least five references to related papers and books, Internet

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Technical Communication Writing Lab Reports

Victor M. Corman



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