Technical Communication

REPORTS

Specific Applications

12. Basic Features of Reports
13. Memos, Short Informal Reports, and Progress Reports
14. Feasibility Reports
15. Long Reports
16. Proposals

18. Theses and Journal Articles
19. Oral Presentations

Basic Features of Reports

1. Foreword and Summary

2. Placement of generalizations

Forward

- **Orients the reader by identifying/defining the problem.**

  o Problem defining introduction

- **Purpose of foreword**

  1. Catch the audience's attention - Place the report in context
  2. Quickly orient the audience to the subject of the report
  3. Define the purpose of the report

Summary

- **Summary follows the foreward**

- Purpose
  1. Quickly present the main results of the project
  2. Quickly present the important recommendations

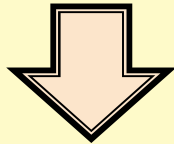# Structure of informal report

- Forward

- Summary

  _____

- Details or discussion

  _____

- Appendixes

Structuring proofs and technical discussions

- Generalizations (claims)

- Details (support)