

معهد المستقبل العالي للهندسة بالفيوم
FUTURE HIGH INSTITUTE OF ENGINEERING
IN FAYOUM



TECHNICAL WRITING

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Lecture 2

REPORT STRUCTURE



REPORT STRUCTURE

1. Front cover (Cover page)
2. Title page
3. Abstract
4. Table of content, List of Tables and Figures, and Acknowledge
5. Introduction, Methods and Procedures.
6. Results and Discussion
7. Conclusion
8. Recommendations
9. References
10. Appendices

1. Front Cover (Cover Page)

➤ The purpose of the cover page is to identify and protect the report.

Logo/Name of Organization

Report Title

Author Name and Title

Date of Submission

2. Title Page

- **Title of work** (effective, 10-15 words, Focus, not ambiguous, capitalized each word, phrase not sentence, understandable)
- **Author and Author's title**
- **Person/Organization who requested report**
- **Summery**
- **Date of completion/submission**
- **Supervisor must be indicated**
- **Abbreviation not preferred**

3. Table of content

- From **summery through to appendices**
- Dose **not include title page and table of contents page**
- Use the **decimal numbering** system (DNS)
- Idents **each layer** of the decimal numbering system (DNS)
- Identifies appropriate **page number**

4. Summary (Abstract)

- **Represents 10%** of the written report, and includes:
 - **Why** (the **purpose** of the report)
 - **Scope** (what issues are **covered** and what issues are **not covered**)
 - **How** (**brief details** of research methods)
 - **What** (**important results** and **findings**)
 - So, **what** (major **conclusion** and **recommendations**)
- All covered in the same order as the report.

5. Introduction

The introductory chapter should provide:

- The context in which the report originated, i.e.
 - The work from which it originated,
 - How it links to / differs from preceding or related work, and
 - The limitations/problems that were placed on the work.
- The **purpose** of the **report**, i.e. the **problem** that was **examined** and **specific objectives** of the work.

6. Discussion

- **Introduction:** Briefly restate the purpose of the report and summarize key findings.
- **Interpretation:** Analyze the results and explain their significance.
- **Comparison:** Relate your findings to other work or expected outcomes.
- **Implications:** Discuss the practical impact of your findings.
- **Limitations:** Mention any limitations that might affect the conclusions.
- **Future Directions:** Suggest next steps or future research.

7. Conclusion

- Restate the **purpose/objective**.
- Summarize the **main findings**.
- Discuss the **implications or significance** of the findings.
- Provide **recommendations** (if needed).

8. Recommendation

- **Clear and specific actions:** Provide specific recommendations for what should be done.
- **Prioritize actions:** Organize recommendations by importance or urgency.
- **Justify the recommendations:** Explain why each recommendation is necessary.

9. Bibliography (References)

- A **bibliography** in a report is a **list of all the sources** that were **referenced** or consulted during the preparation of the report. This includes **books, articles, websites, reports, and other documents**.

Basic Components of a Bibliography Entry:

1.Author(s): Include the last name followed by the initials (one or more).

2.Year of Publication: This appears in parentheses after the author's name.

3.Title: The title of the book, article, or report. Titles of books and reports are italicized, while titles of articles are in quotation marks.

4.Publisher or Source: This could be the name of the publishing company for books, or the journal/website for articles.

5.Page Numbers (for articles): If citing a journal article, include page numbers.

THANK YOU