As a student, engineer or scientist you will be required to write technical reports as part of your degree as well as throughout your career. Examples of such reports include annual environmental reports to regulators, annual reports to shareholders, project proposals, tender documents and journal articles. This handout will briefly examine the main/common technical writing features and conventions used by scientists and engineers.

The components of a report

Depending upon its length and purpose, a technical report may include the following components:

- Title Page
- Disclaimer
- Abstract
- Acknowledgements
- Contents Page
- List of Figures and Tables
- List of Symbols and Definitions
- Introduction
- Main sections and subsections
- Conclusions
- Recommendations
- References
- Appendices

Sample report content page
# Table of Contents

Contributors & Acknowledgments ........................................ 4
1. Introduction ........................................................................ 5
2. Quality & Safety ................................................................. 6
3. Men and Women in the Engineering Profession .............. 10
4. Expansion of Goodvibes into South-East Asia .............. 3
5. Vibration Isolation for CD Players .................................. 16
   5.1 Vibration Isolation Theory .......................................... 16
   5.2 Vibration Isolation Products ...................................... 17
   5.3 Technical Proposal for Vibration Isolator ................. 18
6. Conclusion ........................................................................ 25
7. References .......................................................................... 26
   Appendix A: Minutes of Meetings .................................... 28
   Appendix B: Memorandums .............................................. 38
   Appendix C: Peer Reviews .............................................. 45

*Note: Use a decimal system for identifying section headings and subheadings, e.g. 5.1, 5.2.*

See next: The layout of a report