

Pointers to Write a Good Technical Report

- The first page of any report is the title/cover page that includes title of the report, report writer's information (name, affiliation, etc.), submittal information (Course name and number, and Instructor's name), Date of submission, and Copyright information.

Example:

**Technical Report on
Current Cutting-Edge and Futuristic Technologies
Broadband Wireless Multimedia Communications**

Submitted by

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A report submitted in partial fulfillment of the requirements for the course

EEL 4512 – Communication Systems

(Instructor: Prof. Ravi Sankar)

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- Break the report into small sections with headings such as abstract (brief description of what the report contains, introduction/background, and appropriate technical headings in the body of the report, followed by conclusion/summary.
- Avoid cutting and pasting materials from references other than figures that must be referenced when used. Try to write in your own words by paraphrasing and if you still need to quote exactly from a reference for the effectiveness of the report then make sure you include the source within the text. Example: Moore's law states that speed and density of processors double in every 18 months [1].

Here is some additional list of advise to getting it right [*Corrections and Clarifications by Ian Mayes*].

- Check for any spelling *errors*.
- Proof-read carefully to see if *you any* words out.
- *Verbs has* to agree with their subjects.
- Prepositions are not words to end sentences *with*
- *And* don't start a sentence with conjunction.
- It is wrong *to ever split* an infinitive.
- Avoid cliches *like the plague*.
- *Also, always avoid annoying* alliteration.
- Be *more or less* specific.
- Parenthetical remarks (*however relevant*) are (*usually*) unnecessary.
- No sentence fragments.
- Contractions *aren't* necessary and *shouldn't* be used.
- One should *never* generalize.
- *Don't* use *no* double negatives.
- Eschew ampersands & abbreviations, etc.
- Eliminate commas, that are, not necessary.
- Never use a big word when a *diminutive* one would suffice.
- Kill all exclamation marks!!
- Use words correctly, *irregardless* of how others use them.
- Use the apostrophe in *it's* proper place and omit it when *its* not needed.
- Puns are for children, not *groan* readers.