

Technical Report

Working definition. An explanatory-argumentative discursive genre that has the function of presenting the progress of an applied science project. It is also sometimes used to present a problem that requires a technical solution and provides suggestions on how to deal with it. In general, technical reports are presented for people outside the area, who may or may not be experts on the subject. The preparation requires selective reading and clarity, formality, and precision of language.

Structure

The reports have an absolute title, related to the object of study, as well as internal titles with a consistent format to help selective reading.

- **Introduction**
 - Framing or background of the topic
 - Delimitation of the objectives or purpose
 - Justification for the report
 - Brief statement of the issues to be discussed.
- **Body**
 - Theoretical framework (Categories, theories, definitions...)
 - Description of the method of analysis
 - Presentation of findings in a logical order (divided into sections)
 - Overall findings
 - Remarkable findings.
- **Conclusion**
 - Summary of the most important findings and their interpretation.
 - Statement of limitations and incomplete information
 - Suggestions for solutions or development proposals

How to prepare it

1. Gather all the relevant information to explain the situation.
2. Organize information in a logical order, preferably deductive (from the general to the particular).
3. Segment the development and name each part with consistent internal titles, for example, avoid one being a name (*Methodology*) and the other a question (*How is it achieved...?*)
4. Develop and reach a conclusion for each section.
5. If you use graphs, tables, or illustrations, number them and refer to them in the text: *Graph 1 shows a model...*
6. Write the conclusions: detail the findings in the same order as the internal titles.
7. Do not forget to declare the limitations before making suggestions or proposals.
8. Write a brief and to-the-point introduction at the beginning of the text.

9. Add the references at the end of the text.
10. Read the report again to ensure it is consistent.

Recommendations

- Since the public that reads a technical report is diverse it must strike a balance between added information and previously known information. Information that might seem obvious to an expert, such as the theoretical framework, may be new to a different reader, such as a sponsor.
- If the document relies on technical words, explain what they refer to or give a definition within the text.
- Tables, graphics, and illustrations complement the results of a technical report; however, they should never be presented without interpretation.
- Check that all documents consulted are in the list of references.
- Ensure that spelling and punctuation are used effectively.

To learn more

Texas Agricultural and Mechanical University Libraries. (2021). Technical Reports. *Research Guides*.
<https://tamu.libguides.com/c.php?g=604517&p=4189873>

The University of Melbourne (2021). Technical report writing. *Academic Skills*.
<https://students.unimelb.edu.au/academic-skills/explore-our-resources/report-writing/technical-report-writing>

University of Sussex. (2021). Guide to Technical Report Writing. *Study Guides*.
<http://www.sussex.ac.uk/ei/internal/forstudents/engineeringdesign/studyguides/techreportwriting>



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