

Example format for a technical report on WQM

TITLE

The title should clearly and briefly indicate what the report is about.

Executive Summary

Summarises the report in plain English. The Executive Summary should be able to be read and understood independently of the main body of the report. It is often easiest to write after completing the rest of the report.

1: Introduction

Background to the report, including discussion of previous studies in the area or related studies. The introduction should also clearly outline the reason for the study/report, including objectives and any working hypotheses.

2: Methodology

2.1. Experimental/sampling design

A description of the study area and study design, including detail such as equipment used in field and laboratory work, methodology for selecting sampling sites, field work undertaken and methods of laboratory analysis. For a WQM program this detail needs to include what parameters were tested and any standards and protocols used in the laboratory analysis of samples.

2.2. Data analysis

An outline of how the data obtained from sampling and laboratory analysis were analysed, including details of any statistical tests undertaken and their assumptions and limitations.

3: Results

A description of the results obtained without any explanation or interpretation of them. Visual aids such as graphs, tables and maps may be used to summarise the results. If raw data is to be included in the report, it should be placed in an appendix rather than in the results section.

4: Discussion

The results of the study are interpreted and implications of these results in terms of the project objectives are discussed. A discussion of how the results relate to other studies is also common. An evaluation of the methodology used may also be undertaken.

5: Conclusions

Summarises specific conclusions drawn from the results in terms of the project objectives and working hypotheses.

6: Recommendations

Technical Report Format Guidelines

**Federal Council for Science and
Technology (U.S.)**



Technical Report Format Guidelines:

Guidelines to Format Standards for Scientific and Technical Reports Prepared by Or for the Federal Government Federal Council for Science and Technology (U.S.),1968 American National Standard Guidelines for Format and Production of Scientific and Technical Reports American National Standards Institute,American National Standards Institute. Subcommittee 24 on Scientific and Technical Report Format,1974 **Guidelines to Format Standards for Scientific and Technical Reports Prepared by Or for the Federal Government** Federal Council for Science and Technology (U.S.). Committee on Scientific and Technical Information,1968 *The Naval Institute Guide to Naval Writing, 4th Edition* Christopher E Crane,Estate of Robert E Shenk,2024-06-01 With updates to every chapter this new fourth edition serves as the premier guide to professional writing for the naval services Authored by a naval officer who taught English at two service academies the book is widely used by officers enlisted men and women and civilians in both the Navy and Marine Corps Shenk provides sound practical advice on all common naval writing assignments across digital and print platforms Fully revised the book reflects the changing landscape of professional communication in general and changes in naval culture in the last decade across the fleet making it an essential guide **A Guide to Writing as an Engineer** David F. Beer,David A. McMurrey,2019-04-09 Everyone knows that engineers must be good at math but many students fail to realize just how much writing engineering involves reports memos presentations specifications all fall within the purview of a practicing engineer and all require a polished clarity that does not happen by accident A Guide to Writing as an Engineer provides essential guidance toward this critical skill with practical examples expert discussion and real world models that illustrate the techniques engineers use every day Now in its Fifth Edition this invaluable guide has been updated to reflect the most current standards of the field and leverage the eText format to provide interactive examples Engineering Communication Challenges self quizzes and other learning tools Students build a more versatile skill set by applying core communication techniques to a variety of situations professional engineers encounter equipping them with the knowledge and perspective they need to succeed in any workplace Although suitable for first year undergraduate students this book offers insight and reference for every stage of a young engineer s career **General Technical Report PSW. ,1978**

American National Standard Guidelines for Format and Production of Scientific and Technical Reports American National Standards Institute. Subcommittee 24 on Scientific and Technical Report Format,1974 **Current Catalog** National Library of Medicine (U.S.),1979 Includes subject section name section and 1968 1970 technical reports

Writing Guide with Handbook Michelle Bachelor Robinson,Maria Jerskey,Toby Fulwiler,2021-12-14 Writing Guide with Handbook aligns to the goals topics and objectives of many first year writing and composition courses It is organized according to relevant genres and focuses on the writing process effective writing practices or strategies including graphic organizers writing frames and word banks to support visual learning and conventions of usage and style The text includes an

editing and documentation handbook which provides information on grammar and mechanics common usage errors and citation styles Writing Guide with Handbook breaks down barriers in the field of composition by offering an inviting and inclusive approach to students of all intersectional identities To meet this goal the text creates a reciprocal relationship between everyday rhetoric and the evolving world of academia Writing Guide with Handbook builds on students life experiences and their participation in rhetorical communities within the familiar contexts of personal interaction and social media The text seeks to extend these existing skills by showing students how to construct a variety of compelling compositions in a variety of formats situations and contexts The authors conceived and developed Writing Guide with Handbook in 2020 its content and learning experiences reflect the instructional societal and individual challenges students have faced The authors invite students and instructors to practice invitational discussions even as they engage in verbal and written argument Instructors will be empowered to emphasize meaning and voice and to teach empathy as a rhetorical strategy Students will be empowered to negotiate their identities and their cultures through language as they join us in writing discovering learning and creating This is an adaptation of Writing Guide with Handbook by OpenStax You can access the textbook as pdf for free at openstax org Minor editorial changes were made to ensure a better ebook reading experience This is an open educational resources OER textbook for university and college students Textbook content produced by OpenStax is licensed under a Creative Commons Attribution 4 0 International License

CONSER Editing Guide, Vol. 1: Part 1 Through Part 2 (Fixed-length Fields), 1994 ,2002 *A Practical Guide to Technical Reports and Presentations* Pauline Bary-Khan,Elizabeth Hildinger,Erik Hildinger,2008 This book is meant as an easy to use guide for engineers scientists and college students in technical programs at all levels who need to produce technical reports or make oral presentations Standard technical communication textbooks tend to be complex and lengthy and consequently both harder to use and quite expensive But because simplicity conciseness and straightforwardness are crucial aspects of good technical communication A Practical Guide to Technical Reports and Presentations itself exemplifies the principles technical writers should embrace It is concise easy to use clearly written and inexpensive enough to attract a broad readership both within and outside the classroom The central feature and greatest strength of A Practical Guide to Technical Reports and Presentations is its organization Each section explains the characteristics and purposes of a specific report genre concisely presents a simple template for a typical example of the genre and concludes with a sample document that demonstrates the features as they might actually appear Additional useful features are its brief overview of the main considerations in technical communication and its set of detailed appendices the latter provide more in depth treatment of several topics that arise in the descriptions of the genres such as language and usage particular forms of organization the use and documentation of sources and the design and use of graphics The basic philosophy behind A Practical Guide is that a communication book should help its readers learn to write clearly and directly and that it should model the style it teaches Further it offers both

an analytical understanding of the elements of technical documents and a simple approach to their incorporation A Practical Guide gives both students and working technical professionals the tools they need for producing standard industry documents

Photovoltaic Demonstration Projects 2 W.B. Gillett,R.J. Hacker,W. Kaut,2003-09-02 Proceedings of the Third Contractors Meeting Joint Research Centre Ispra Italy 18 20 May 1988 *Federal Information Processing Standards Publication* ,1972

How To Prepare Defense-Related Scientific and Technical Reports Walter W. Rice,2007-02-26 This book provides thorough and specific guidance on how to prepare defense related scientific and technical reports including classified scientific and technical reports It includes an appendix describing the workings of the Defense Technical Information Center the central repository for defense related scientific and technical reports and an appendix addressing tone and style including pertinent information from the United States Government Printing Office Style Manual 2000 the official style guide of the U S Government and therefore the Department of Defense Every facet of preparing defense related scientific and technical reports is addressed thereby making it unnecessary for the user to have to refer to the standards and numerous regulations pertaining to this subject In effect the book provides one stop shopping for the user Also some of the official guidance on preparing defense related scientific and technical reports requires interpretation and in those cases the book provides a prudent analysis of that information and prescribes a best practices course for the user

Guide for Preparation of Waterways Experiment Station Technical-information Reports Thomas B. Rosser,Richard T. Smart,Rosemary M. Schaff,1979 This Guide describes procedures to be used by Waterways Experiment Station WES personnel in the preparation of reports for publication and distribution Such procedures should simplify the author s task by furnishing him a guide to follow in arranging his material The Guide establishes procedures for insuring uniformity of certain features common to all reports while permitting flexibility in the presentation of the technical subject Matters requiring uniform treatment are clearly indicated throughout the Guide Suggestions for good practice in the presentation of data and text material are included to assist the author in producing a clear concise and well organized report Author

User Guide [to Energy Information Administration Issuances]. United States. Energy Information Administration,1979

Planner's Guide to Facilities Layout and Design for the Defense Communications System Physical Plant: Example facility construction projects ,1985 *Technical Report Writing* United States. Army. Corps of Engineers,1955

Code of Federal Regulations United States. Department of Agriculture,2012 Special edition of the Federal register containing a codification of documents of general applicability and future effect as of with ancillaries *Code of Federal Regulations* ,2006

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