

**Department of Electrical Engineering**

**Assignment**

**Date: 21/08/2020**

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**Course Details**

**Course Title:** Technical Report Writing

**Module:** 4

**Total Marks:** 30

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**Student Details**

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Note: **Plagiarized work is not acceptable.**

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Q1	Describe some key objectives which technical writer needs to produce precise, compelling and succinct technical communication material.	Marks 10
		CLO 1
Q2	How technical report writing distinguish it from other types of writing?	Marks 10
		CLO 1
Q3	It is clear that technical text is not supposed to include most of the literary devices then what technical devices are included in technical writing? Discuss any three.	Marks 10
		CLO 1

**Question No#1:**

**Describe the key objectives which technical writer needs to produce precise, compelling and succinct technical communication reporting?**

**Answer: Technical Writer:**

Technical Writer is meant to design all the official documents of an organization, references, manuals and other professional letters, apart from this they work on online documents, sheets making, annual income reports, finance report, meetings records and all forms of written records that are technical in nature.

**Example:**

Any organization has a person hired in content making desk, who sits in all types of meeting, who gets all finance, and other records, because he makes the final report. Which further on circulates to higher authorities. Technical Writer is important to have good writing qualities.

**Key Objectives:**

Technical Writer needs to know about key Objectives of technical writing to produce precise compelling and succinct Communication report. Following are some of the objectives.

- **Formats:**

Formats matters alot in technical report because it is the first sight of the reader that goes directly on the format, technical writer should know each situation of each report and should work according to that. Some formats are too bold and loud for it's readers, some are very empty and meaningless, one should know about how can he adjust the formats according to each Report.

**Example:**

Preparing a report of current business ventures in Peshawar valid city to the US business organization for funds and visiting invitation for meeting the young entrepreneurial board, one should know the format, if it goes too loud, the reader will definitely judge it and will reject it without even giving it a read.

- **Conveying Message:**

To convey the message clearly and concisely is the main purpose of the whole technical report, the whole report is only made for the one purpose which is to get the attention of the reader and to inform them about your current activities, so the exaggerating long lines would definitely make the reader bore and hectic and he will surely reject the report.

**Example:**

You are writing report to Dean of INU, informing him about the current budget and expenses in the campus, there comes 2 ways.

- 1) Total amount given = 1 crore. Total amount used on technical faults= 50 lacs
- 2) On a February 2<sup>nd</sup> in a meeting with dean of the university he gave us a cheque of 1 crore for the use in campus, in result to which we used 50 lacs on technical faults at the campus.
  - The reader will definitely like to read the first one.

- **Wordings:**

Use of appropriate words is very important in technical report, one should refrain from all slang words, abbreviations, and shortcuts, as it looks very unprofessional and it distract the reader, while writing a report you should use such wordings that can pay respect to the reader by all means. And he gets compelled by reading it till end. You have to convince the reader with your wording power.

**Example:**

- 1) Heeeeey Sir! Hope you are doing well, tbh I wanted to excuse you about my previous work records, I was busy in doing work at NIC and couldn't focus on work.
- 2) Hello respected Sir! I hope you are doing well, therefore I wanted to apologise about my previous work mistakes and low focus on work, I was busy on a work project at National Incubation Centre and that is why I could not focus on my work.
  - The difference between both lines is clear.

- **Detailed and Informative:**

The report should be detailed and Informative, it should include all the details that is required for the acknowledgement of the reader, you should not waste the time of reader and give them all they need to know. In technical report one should write what the reader needs to know and not what the reader should know. It makes a big difference. Detailed information about the genre of report leads to quick acceptability of the reader.

**Example:**

A report to the dean of INU from finance department of 28 pages long, having detailed information about all the annual details. If it conveys more of irrelevant material and not the exact information about financial status, the dean will not accept it and will return it back.

- **Communication skills:**

In a report to an organization you are representative of your organization to the one you are sending the report towards, you should know the sensitivity of the report, you are representing the whole organization to the other organization, one mistake can ruin the whole reputation of your organization, you are Communicating through the report, and same like how we practically pay respect to others while in office you should know how maintain delicacy and be decent in your words to them.

**Example:**

A writer making mistakes, pointing errors, using miswords, using slang and free hand language, not being kind generous and decent, will represent the whole organization as rude, arrogant and low at technical skills and no one will want to deal with them later.

**Basic Key Objectives:**

- Learn to identify different types of writing.
- Practice audience analysis and develop effective communication strategies.
- Determine your purpose and develop your skills.
- Work on effective communication skills.
- Learn to differentiate among facts, interference and judgements.

**Question No#2:**

**How technical report writing distinguish it from other types of writing?**

**Answer: Technical Report Writing and other types of writing:**

Technical Report Writing is different from other types of writing, like general writing, academic writing and paraphrase writing, because it is professional and done on occasions that are technical in nature. The main difference is the process of both, technical report writing is written in a process, which goes down step by step, you cannot mix it up with different references, while other writings can have such changes and up down changes.

**Example:**

- Technical Report Writing – introduction – reference – clues – proves – data analysis – finance details – outcomes – pro’s and cons – result.
- Other Writing – Start – Explanation – Result.

**Difference between technical report writing and other writing**

**Technical Report Writing.**

It is goal oriented, to achieve the desired goals. given in all ways.  
It explain work or product step by step. viewpoints of one.  
Audience are Organizational heads or readers. professional.  
It is more professional level.  
It is utilitarian.

**Example:**

A report of HOD to Dean on departmental survey.

**Other Writing**

Theory and viewpoints can be  
It is based on research or  
Audience are scholars, students,  
It is less professional level.  
It has an anecdotal lead.

**Example:**

A research or piece of writing at any place.

**Similarities Among both:**

- The both have high readability.
- Both don't have chances of mistakes.
- Both convey a message.
- Use of images, illustrations and graphs if needed.
- Can use bullet points or number wise lines to clear out more.

### **Example:**

### **Technical Report Writing:**

A report from HOD to Dean on departmental survey, it will include basic information and details, it will be clear, having relatable formats, writing must be appropriate, words must be not slang, shortcuts or abbreviations. It will include respect in wordings and not exaggerating the basic information.

### **Example:**

### **Other Writing Report:**

Other reports will have chances of exaggerating the details, leads can be anecdotal and people can give their views and research details.

### **Question No#3:**

**Is it clear that technical text is not supposed to include most of the literary devices then what technical devices are included in technical writing? Discuss any three?**

### **Answer: Technical devices in technical writing:**

In technical report writing most of the time we use technical devices instead of using literary devices, it is because the report is technical and it requires more of technical to the point and detailed informative material then the exaggerating long paraphrasing. That's why we use the technical devices instead of literary devices.

### **Example:**

Technical Report includes, Fonts, colours, formats, size, sheet material, written material, technical material.

### **Why to use technical devices in technical writing:**

Documents designs, fonts and layouts are components of technical writing. Technical Writer invest alot of time in making sure that there report is readable or not, because a poor designed report will definitely comprehend the reader's mind, technical document design stresses proper usage of document design like, bullet points, size, colour, fonts, layouts, bold text, images, graphs, diagrams, it gives a great impact.

### **Example:**

At a company organization while writing down all the finance details if one explain it with graphs and marks all the up and down loss and benefits, it will be more easy to understand.

### **Technical devices Include:**

- Fonts.
- Flashbacks
- Foreshadowing
- Allegory
- Diction
- Allusion
- Alliteration
- Euphemism
- Colours
- Layout

### **Fonts:**

Fonts are the styling of words while on printing, it matters alot because there are 1000 of fonts introduced, which have some very decent and some are way too bold and mix up for a technical report , it have shadows writing, bold writing, twist and double writing styles as well. For technical report you have to try to make it very simple and it should be nor very light or small but it should look good and decent.

### **Colours:**

Writing styles also have colours option, you cannot colour down your report because it's not a colouring book of school kid, you can use light nice colours if needed, but not bold colours, like blood red, yellow orange and green. It will definitely put a very bad impression if your report looks like filled colours. Also match the colours if the writing would easily be readable with these colours or no.

**THANK YOU**



