

بعد  
٦١-٦٢

# TECHNICAL WRITING

## INFORMAL REPORTS



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## BASIC STRATEGIES FOR INFORMAL REPORTS

○ Informal reports: those that will not have wide distribution, will not be published, and are (usually) shorter than 10 pages.

○ Basic strategies are:

- Create an effective introduction.
- Develop a consistent visual presentation.

## BASIC STRATEGIES FOR INFORMAL REPORTS

- *Introduction*: orient readers to the contents of the document.
- To create an introduction, do one of these:
  - Provide the objective: one-sentence statement of the purpose or main point of the project or report.
  - Provide context: by explaining the situation that caused you to write the report.

## BASIC STRATEGIES FOR INFORMAL REPORTS

- *Develop a consistent visual aid*: includes headings, page numbers, and identifying visual aids.

Headings: most common format is the "side left".

- *Page numbers*: helpful to refer to the document.
  - If you just use page numbers, place them in the upper right corner or in the bottom center.
  - If you use title and date, use a header where the page numbers appear to the far right and other information to the left.

## BASIC STRATEGIES FOR INFORMAL REPORTS

- *Develop a consistent visual aid:* includes headings, page numbers, and identifying visual aids.

- Consistently identify visual aids: must be handled in the same fashion.

- Choose the same caption word; e.g. chart, figure, etc.

- Must be placed in the same relative location; e.g. in the center.

- Place the caption either above or below.

- Develop a caption style; e.g. Figure 1: Quarterly Sales

## TYPES OF INFORMAL REPORTS

1- IMRD Report (Introduction, Methodology, Results, Discussion)

*example : laboratory research and questionnaire results*

- *Introduction: objectives and justification*
- *Methodology: process description of the actions*
- *Results: findings using visual aids*
- *Discussion: significance of the findings*

2- Brief analytical Reports

*Very common in industry, they present conclusions about problems*



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### 3- Progress Reports:

Mainly to inform management about the status of a project, a progress report includes:

- *Introduction:* project name, purpose, time period
- *Work complete:* divide the project to major tasks showing the time period
- *Work scheduled:* work that will occur on each major task in the next time period
- *Problems:* discuss any special topics requiring the reader's special attention.

4- Outline Reports: a common type of report with clear headings; e.g. résumés, procedural specifications.

### STUDENT ASSIGNMENT

Write an IMRD report about the following results for a hardness test experiment ( 10 marks)

Hardness Test Results			
Test	Material A	Material B	Material C
Test 1	90	42	42
Test 2	91	41	42
Test 3	92	39	38