

Technical Report Format for EECS 563

The presentation and report of any engineering or scientific work are probably as important as the actual work. Credit for a discovery or development of new concepts cannot be received until the work has been described in a report or paper that is readily available for other people to read. It is often stated that engineers upon graduation will spend their first few months of work doing about 30 percent engineering and 70 percent writing about it. Technical writing is an important skill for engineers and computer scientist. In numerous environments, a report is written for a specific **audience**. Thus, it is important to first identify the intended audience (e.g., a supervisor as compared to a colleague) and to recognize the type and order of information the reader is seeking. The report format, therefore, varies. However, most reports include three essential elements: introduction, narrative, and conclusion. Remember that **brevity and clarity are important** and the report should be easy to read. All reports should be written in the third person (e.g., use "the pressure was measured..." instead of "we measured the pressure..."). There are no excuses for misspelled words. Also, proof reading cannot be over-emphasized. If possible, have a friend read the report for grammar, style, spelling, clarity, and typographical errors. Also, make sure nouns and verbs agree. The report format to be used for projects in EECS 563 is:

1. TITLE PAGE
2. ABSTRACT (See links on the web page on hints to writing an abstract)
3. TABLE OF CONTENTS
4. INTRODUCTION (See links on the web page on hints to writing an introduction)
5. BRIEF STATEMENT OF OBJECTIVE OF THE PROJECT
6. BRIEF OVERVIEW OF METHODOLOGY
7. DISCUSSION OF RESULTS
 - All plots and tables included in the report must be discussed in the text
 - All plots must have axis clearly labeled with appropriate units.
 - All plots and tables must be self-contained, that is, the title, axis labels, and other information in the figure/table should provide the reader enough information to interpret the item.
8. CONCLUSIONS AND LESSONS LEARNED.
9. REFERENCES
10. APPENDICES (if needed)

Slightly modified from:

http://css.engineering.uiowa.edu/~expeng/labmanual/rep_format.pdf