

# CE 341 Common Elements of Technical Reports

| <b>Report Component</b>        | <b>Description</b>   |
|--------------------------------|--|
| <b>Title Page</b>              | <ul style="list-style-type: none"><li>• List the title of your report, the words "Final Report," "Prepared by" (that's you), "Submitted to" (name of organization or individual), and the date.</li></ul>  |
| <b>Table of Contents (TOC)</b> | <ul style="list-style-type: none"><li>• List the titles of all sections and subsections that appear in the report and the corresponding page number.</li><li>• Prepare this section after the report is complete.</li></ul>  |
| <b>List of Tables</b>          | <ul style="list-style-type: none"><li>• List the titles of all the tables included in the report, along with the corresponding page number</li><li>• Prepare this section after the report is complete.</li></ul>  |
| <b>List of Figures</b>         | <ul style="list-style-type: none"><li>• List the titles of all the figures included in the report, along with the corresponding page number</li><li>• Prepare this section after the report is complete.</li></ul>   |
| <b>Executive Summary</b>       | <ul style="list-style-type: none"><li>• Include a brief summary of your report stating the problem addressed in this study, the principal objectives, the methods employed, and the major results and conclusions.</li><li>• The executive summary should be generally no longer than 5% of the length of the entire report. A one-page long summary shall be adequate for your project.</li><li>• Even though this section appears first, you normally write it last.</li></ul> |
| <b>Introduction</b>            | <ul style="list-style-type: none"><li>• Provide some background on the issue of interest and a concise problem statement.</li><li>• List clearly the major objectives of your study.</li><li>• Describe briefly the organization of the subject report (optional).</li></ul>   |
| <b>Literature Review</b>       | <ul style="list-style-type: none"><li>• Summarize earlier findings reported in the literature concerning the topic of interest.</li><li>• Pinpoint needs identified in the literature for further analysis.</li><li>• This is <u>not</u> required in the CE341 final report.</li></ul>   |

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| <b>Methodology</b>                   | <ul style="list-style-type: none"> <li>• Explain the methods you used to carry out your study.</li> <li>• Discuss the structure of the analysis (what was analyzed first, what was analyzed next).</li> </ul>   |
| <b>Data Collection and Reduction</b> | <ul style="list-style-type: none"> <li>• Discuss the types of data collected and the methods employed for data collection.</li> <li>• Briefly describe the data reduction and data management process.</li> <li>• Provide data summaries using tables, flowcharts, graphs and sketches.</li> </ul>  |
| <b>Results</b>                       | <ul style="list-style-type: none"> <li>• Report the main findings from the data analysis.</li> <li>• Include tables and graphs, as needed, to clearly illustrate the results.</li> </ul>  |
| <b>Discussion</b>                    | <ul style="list-style-type: none"> <li>• Interpret the results obtained from the data analysis.</li> <li>• Perform comparisons (if appropriate) and discuss your observations.</li> </ul>   |
| <b>Conclusions</b>                   | <ul style="list-style-type: none"> <li>• List the conclusions reached as a result of the study.</li> <li>• List the conclusions in order of importance.</li> </ul>  |
| <b>Recommendations</b>               | <ul style="list-style-type: none"> <li>• Provide recommendations based on the results from the data analysis.</li> <li>• Caution the reader about any assumptions and limitations.</li> <li>• Identify issues that remain unresolved (if appropriate).</li> </ul>   |
| <b>References</b>                    | <ul style="list-style-type: none"> <li>• Provide a list of references that you consulted in constructing your report.</li> <li>• Referencing style should comply to the guidelines that you followed in your Research Paper</li> </ul>  |
| <b>Appendices</b>                    | <ul style="list-style-type: none"> <li>• Provide detailed information that might interest only certain readers.</li> <li>• Within the report identify what materials appear in the appendices.</li> <li>• Be selective in the materials that you include. Choose only those that are needed to explain the validity of your results without overwhelming the reader.</li> </ul> |