

Mesleki İngilizce - Technical English

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• Notes:

– In the slides,

- texts enclosed by curly parenthesis, {...}, are examples.
- texts enclosed by square parenthesis, [...], are explanations related to examples.

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FORMAL REPORTS

- written accounts of major projects
- divided into three primary parts
 - front matter
 - body
 - back matter
- Each part contains a number of elements
 - number and arrangement of elements depend on
 - the subject
 - the length of the report
 - the kinds of material covered

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FORMAL REPORTS

- Many institutions and organizations
 - have a preferred style for formal reports
 - provide guidelines for report writers to follow
- If not, try using the format presented next.
- The following list includes most of the elements a formal report might contain,
 - in the order of their appearance in the report.
- Often, a cover letter or memo precedes the front matter.

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FORMAL REPORTS

- Front matter
 - Title page
 - Abstract
 - Table of contents
 - List of figures
 - List of tables
 - Foreword
 - Preface
 - List of abbreviations and symbols

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FORMAL REPORTS

- Body
 - Executive summary
 - Introduction
 - Text (including headings)
 - Conclusions
 - Recommendations
 - References
- Back matter
 - Appendixes
 - Bibliography
 - Glossary
 - Index

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Front Matter

- gives the reader a general idea of the author's purpose;
- gives an overview of the type of information in the report;
- lists where specific information is covered in the report
- must contain a title page and a table of contents
- may not include the other elements
 - depending on the scope of the report and its intended audience

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Front Matter - Title Page

- **A title page should include:**
 - *The full title of the report*
 - The title should reflect
 - the topic, scope, and purpose of the report.
- guidelines for creating the title:
 - Avoid titles that begin with *Notes on*, *Studies on*, *A Report on*, or *Observations on*.
 - Those phrases are redundant and state the obvious.

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Front Matter - Title Page

- However, phrases such as *Annual Report* and *Feasibility Study* should be used in a title or subtitle
 - because they help define the purpose and scope of the report.
- Do not use abbreviations in the title.
 - Use acronyms only when the report's audience is familiar with the topic.
 - acronym: a word formed from the first letters of each one of the words in a phrase
- Do not include the time period covered by the report in the title;
 - include that information in a subtitle.

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Front Matter - Title Page

- *The name of the writer, principal researcher, or compiler*
 - Sometimes contributors identify themselves by
 - their job title in the institution or organization
 - {Ahmet Tekin, Field Analyst; Mehmet Can, Head, Research and Development}
 - their tasks in contributing to the report
 - {Ayten Bilen, Principal Researcher; Ali Kaya, Compiler}
- *The date or dates of the report*
 - For one-time reports,
 - list the date when the report is to be distributed.

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Front Matter - Title Page

- For periodic reports, such as those issued monthly or quarterly,
 - list in a subtitle the period that the report covers;
- elsewhere on the title page,
 - list the date when the report is to be distributed.
- *The name of the institution or organization where the writer works*
- *The name of the organization or institution to which the report is being submitted*

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Front Matter - Title Page

- The title page, although unnumbered, is considered page *i* (small roman numeral)
- The back of the title page, which is blank and unnumbered, is page *ii*,
- the abstract falls on page *iii*
- The body of the report begins with Arabic number 1

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Front Matter - Title Page

- New chapters or large sections typically begin on a new right-hand (odd numbered) page
- Reports with printing on only one side of each sheet can be numbered consecutively regardless of where new sections begin
- Throughout the report, page numbers should be centered at the bottom of the page

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Front Matter - Abstract

- An abstract
 - normally follows the title page
 - highlights the major points of the report,
 - enabling readers to decide whether to read the entire report.

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Front Matter - Table of Contents

- A table of contents
 - lists all the major sections or headings of the report in their order of appearance,
 - along with their page numbers.

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Front Matter - List of Figures

- When a report contains more than five figures,
 - list them, along with their page numbers, in a separate section beginning on a new page and immediately following the table of contents.
- Number figures consecutively with Arabic numerals
- Figures include all illustrations, drawings, photographs, maps, charts, and graphs contained in the report.

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Front Matter - List of Tables

- When a report contains more than five tables,
 - list them, along with their titles and page numbers in a separate section immediately following the list of figures (if there is one).
- Number tables consecutively with Arabic numerals.

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Front Matter - Foreword

- A foreword is an optional introductory statement written by someone other than the author.
 - The foreword author is usually an authority in the field or a head of the institution.
- The foreword author's name and affiliation and the date the foreword was written appear at the end of it.
- The foreword provides background information about the publication's significance and places it in context of other works in the field

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Front Matter - List of Abbreviations and Symbols

- When the report uses numerous abbreviations and symbols and there is a chance that readers will not be able to interpret them,
 - the front matter should include a list of all symbols and abbreviations (including acronyms) and what they stand for.

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Body

- The body is the section of the report in which the author
 - describes in detail
 - the methods
 - procedures
 - used to generate the report,
 - demonstrates how results were obtained,
 - describes the results,
 - draws conclusions
 - makes recommendations.

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Body – Introduction; Text

- The purpose of the introduction is
 - to give readers any general information
 - necessary to understand the detailed information in the rest of the report
- The text of the body presents the details of
 - how the topic was investigated,
 - how the problem was solved,
 - what alternatives were explored,
 - how the best choice among them was selected.
 - The information is often clarified and further developed by illustrations and tables and may be supported by references to other publications.

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Body – Conclusions; Recommendations

- The conclusions section
 - pulls together the results of the research
 - offers conclusions based on the analysis
- Recommendations, which are sometimes combined with the conclusions,
 - state what course of action should be taken
 - based on the results of the study.

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Body – References

- If in your report you refer to material in or quote directly from published works or other research sources, including online sources, you must provide a list of references in a separate section.
 - For a relatively short report, the references should go at the end of the body of the report.
 - For a report with a number of sections or chapters, a reference section should fall at the end of each major section or chapter.
 - In either case, the reference section should be labeled as such and should start on a new page.

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Back Matter

- The back matter of a formal report
 - contains supplementary material,
 - such as where to find additional information about the topic (bibliography),
 - expands on certain subjects (appendixes)
- Other back matter elements
 - clarify the terms used (glossary)
 - how to easily locate information in the report (index)

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Back Matter – Appendixes

- An appendix contains information that
 - clarifies the text
 - supplements the text
- An appendix provides information that is too detailed or lengthy to appear in the text without impeding the orderly presentation of ideas for the primary audience.
- Be careful:
 - Do not use appendixes for miscellaneous bits of information that you were unable to work into the text

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Back Matter – Bibliography; Glossary

- A bibliography
 - an alphabetical list of all sources that were consulted (not just those cited) in researching the report
- A bibliography is not necessary if the reference listing contains a complete list of sources
- A glossary
 - an alphabetical list of selected terms used in the report and their definitions

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Back Matter – Index

- An index
 - an alphabetical list of all the major topics and their subcategories discussed in the report.
- It cites the page numbers where discussions of each topic can be found and allows readers to find information on topics quickly and easily.
- The index is always the final section of a report.

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WRITING TECHNICAL REPORTS

- A report is an organized presentation of factual information,
 - often aimed at multiple audiences,
 - that presents the results of, for example,
 - an investigation, a trip, or a research project.
- For any report, assessing the readers' needs is important.

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WRITING TECHNICAL REPORTS

- Formal reports present the results of projects that may require months of work and involve large sums of money.
 - Such projects may be done either
 - for your own organization
 - as a contractual requirement for another organization.
- Formal reports generally follow a precise format and include some or all of the report elements contained in formal reports.

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WRITING TECHNICAL REPORTS

- Informal and short reports
 - normally run from a few paragraphs to a few pages
 - include only the essential elements of a report:
 - introduction, body, conclusions, and recommendations.
- Because of their brevity, informal reports are customarily written as
 - letters
 - if written for someone outside the organization
 - memos
 - if written for someone inside the organization

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WRITING TECHNICAL REPORTS

- The **introduction** serves several functions:
 - announces the subject of the report,
 - states the purpose,
 - gives essential background information,
 - may also summarize any conclusions, findings, or recommendations made in the report.
- At this point it becomes useful to use what we call the **abstract**
 - since it gives the reader essential information at a glance helping them focus their thinking as they read the rest of the report.

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WRITING TECHNICAL REPORTS - Abstracts

- An **abstract** summarizes and highlights the major points of a document.
- Abstracts are written for
 - many formal reports,
 - many technical journal articles,
 - most dissertations,
 - many other works.
- Their primary purpose is to enable readers whether to read the work in full.

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WRITING TECHNICAL REPORTS - Abstracts

- usually 200-250 words long,
- must be able to stand on its own
 - may be published independently of the main document
- Depending on the kind of information they contain, abstracts are often classified as
 - descriptive abstract
 - informative abstract

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WRITING TECHNICAL REPORTS - Abstracts

- A **descriptive abstract** includes
 - information about the purpose scope
 - methods used to arrive at the reported findings
- It can be considered as slightly expanded table of contents in a paragraph form
 - provided that it adequately summarizes the information
- A descriptive abstract need not be longer than several sentences

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WRITING TECHNICAL REPORTS - Abstracts

- An **informative abstract** is an expanded version of the descriptive abstract.
- In addition to information about
 - the purpose, scope, and methodsof the original document, the informative abstract includes
 - the results
 - conclusions
 - any recommendations

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WRITING TECHNICAL REPORTS - Abstracts

- The informative abstract retains the tone and essential scope of the report while omitting its details
- The type of abstract you should write is determined by
 - the organization for which you work
 - the publication for which you are writing
- Otherwise, you should aim to satisfy the needs of your primary readers

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WRITING TECHNICAL REPORTS - Body

- The **body** of the report should present a clearly organized account of the report's subject
 - such as
 - the results of a test carried out,
 - the status of a construction project
 - ...
- The amount of detail to include depends on
 - the complexity of the subject
 - your reader's familiarity with it

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WRITING TECHNICAL REPORTS - Conclusion

- The **conclusion** should
 - summarize your findings
 - tell readers what you think the significance of those findings may be
- In some reports, a final, separate section gives **recommendations**
 - In others, the **conclusions** and **recommendations** are combined into one section.
- In the final section, you make suggestions for a course of action based on the data you have presented.

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Types of Reports

➤ Periodic report

- Report submitted at regular intervals to provide information on the activities or status of the organization. For example
 - bank statements
 - annual reports

➤ Progress report

- Update on an ongoing activity as it is being carried out.
 - The activity may be construction, expansion, research and development, production, or other projects

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Types of Reports

➤ Research report

- Results of research, studies, and experiments conducted
 - in the lab
 - in the field

➤ Field report

- Results of an on-site inspection or evaluation of some field activity, which might be
 - construction,
 - pilot-plant tests,
 - equipment installation and setup.

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Types of Reports

➤ Recommendation report

- Report submitted to management as the basis for decisions or actions.
- It makes recommendations on such subjects as whether to
 - fund a research program,
 - launch a project,
 - develop a new product,
 - buy a piece of capital equipment,
 - acquire a company or technology.

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Types of Reports

➤ Feasibility report

- explores the feasibility of undertaking
 - a particular project
 - venture
 - commitment
- examines and compares alternatives
- analyzes the pros and cons,
- suggests which of the alternatives are feasible

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Research

- Technical report normally involves some **research** which often comes from
 - **published sources in the library,**
 - **sources outside the library,**
 - **including nonpublished things such as**
 - interviews,
 - correspondence,
 - field research,
 - observations,
 - surveys,
 - etc.

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Research

- the process of investigation
- the discovery of facts
- must be preceded by preparation,
 - especially consideration of your readers, purpose, and scope.
- Without adequate preparation, your research effort will not be focused.
- A **research paper**
 - an extended *expository composition* based on
 - information gathered from a number of sources
 - the thinking and judgment of the writer

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Research

- On the job, your primary source of information is your own knowledge and experience
- Since the preparation of such a paper involves the stages of the writing process,
 - the research paper should not present any new problems.
- Researchers frequently distinguish between **primary research** and **secondary research**, depending on
 - the types of sources consulted
 - the method of gathering information

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Research - Primary Research

- refers to the gathering of raw data compiled from
 - direct observation,
 - surveys,
 - experiments,
 - questionnaires,
 - interviews,
 - audio and videotape recordings,
 - etc.
- **Direct observation** and **hands-on experience** are the only ways to obtain certain kinds of information, such as mechanical processes, and the operation of tools and equipment, among others.

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Research - Primary Research

- If you have to write directions for some task, you might gather information by performing the task yourself.
 - Afterward, you will actually be interviewing yourself based on your experience.
- If you are planning research that involves observation,
 - choose your sites and times carefully.
- Keep accurate, complete records that indicate
 - date, time of day, duration of the observation, and so on.
- Save interpretations of your observations for future analysis.
- Be aware that research involving observations may be time consuming.

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Research - Secondary Research

- refers to the gathering of information that has been
 - analyzed,
 - assessed,
 - evaluated,
 - compiled,
 - organized into accessible form.
- The forms of sources include
 - books, articles, reports, web documents, dissertations, operating and procedure manuals, brochures, and so forth.

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Research - Secondary Research

- As you look for information from such sources, keep the following guidelines in mind.
 - The more recent the information, the better.
 - Technical journal articles are essential sources of current-awareness information
 - because books take longer to write, publish, and distribute than technical journal articles.
 - Conference proceedings, a better source of up-to-date information,
 - contain papers presented at meetings of technical, industrial, and professional societies about recent research results or work in progress.

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Research - Secondary Research

- When a resource seems useful,
 - read it carefully
 - use note-taking techniques for any information that falls within the scope of your research
- If you think of additional questions about the topic as you read, write them down.
- Some of your questions may eventually be answered in other research sources;
 - those that remain unanswered can guide you to further research.

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