AGCJ 404: Communicating Agricultural Information to the Public

Week #12: Technical Report Types

Objective

- Identify technical report types.
- Examine the common components of a technical report.
- Prepare technical reports according to their specified requirements.

Types of Technical Reports

- Descriptive
- Process
- Analytical
- Troubleshooting
- Examination

1. Descriptive Report

- Details the physical characteristics of a machine, device, or other equipment
- Explains the relationship of one part of the mechanism to all other parts so that the reader can visualize the mechanism as a unit

2. Process Report

- Explains a method of doing something that involves a series of operations
  - How a product is produced
  - How a test is completed
  - How a machine is operated

3. Analytical Report

- Evaluates a mechanism, process, or problem
  - Kind of equipment needed for a particular job,
  - Best location for a business,
  - Need for hiring new employees,
  - Feasibility of adopting new innovations
- Invariably requires developing conclusions and recommendations
More on Analytical Reports

- A common type of analytical report is a recommendation report.
  - Analyze current problem or situation
  - Present possible solutions
  - Analyze each solution
  - Make a recommendation

- Another type of an analytical report is a feasibility report.
  - Used to determine whether an organization should take an action it is considering taking
  - Feasibility reports will do the following:
    - Set the purpose and scope of the study
    - Gather and check information
    - Analyze information and data
    - Reach conclusion
    - Arrive at a decision

4. Troubleshooting Report

- Explains the procedure used to analyze, describe, and correct the defect in a mechanism
- The mechanism may be a product or some type of organic mechanism
- Major topics:
  - Analyzing the symptoms
  - Describing the defect
  - Correcting the defect

5. Examination Report

- Describes the procedures and results of a research project conducted by the student
- Analyzes a problem, proposes a solution, tests the solution, and then concludes whether the solution is workable

More on Examination Reports

- Focus is generally on the conditions under which the project was conducted
  - Introduction and review of current knowledge
  - Materials and methods for solving the problem
  - Findings/Results
  - Discussion
  - Conclusions

Report Requirements

- Bound with front and back cover
- Page 0
- Title page
- Page i
  - Audience Description
- Page ii
  - Table of Contents
Report Requirements

Body
Introduction (page 1, top right)
Text (including headings, page number top right)
Summary
References (page number top right)
8-10 pages in length
(body & references)

Report Requirements
- Appropriate Level of Headings
- Appropriate Citations
- Minimum one Figure and/or Table
- Reference List

Evaluation
- Future careers