

Report Writing

By Doug Knight

Why is an engineer in an English class?

Engineers must communicate - everyone must communicate somehow - writing is still the main method of communicating when you can't talk face to face

In my case, I have written reports on one subject and another all my career, and for six years I have been a technical writer

A technical writer translates the engineer's notes, drawings, etc into manuals that tell people how to use and fix things - writes many other things also

What kinds of writers are there? KEEP SHORT

Fiction - story tellers

Non-fiction - write about real things, or situations - just about any topic where the subject is real

Journalist

Historian

General non-fiction (cookbooks, how to books, investigations)

Technical (instruction manuals, reports, specifications)

Business (memos, reports, usually on an organisational - get things done - theme)

Advertising (everything in the best light)

Who is a writer writing for?

The reader

The reader is the most important person in the writing process

The writer must do the thinking for the reader - must answer all the questions that the reader will have - and answer them at the right time - the reader cannot stick up their hand

ALWAYS THINK OF THE READER

Sample Format Of Report Writing

Yijin Wang



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