

Technical Report Template

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Cleveland State University Cleveland, Ohio 44115

July 31, 2013

Abstract

Every report should have an abstract. The abstract summarizes the report using between 100 and 200 words in a single paragraph. The purpose of an abstract is so that a reader can quickly get an idea of the main points and contributions of the paper. The author often writes the abstract last. This is because it is only *after* the body of the report is written that the writer gains a good perspective of the contents and results of the report. All reports submitted to me should follow the format shown in this template. Also, if you use this template for reports in your courses, you will be in good shape. However, be aware that CSU has a separate template for theses and dissertations. Note that the purpose of the abstract is *not* to provide an introduction to the problem, or a motivation for solving the problem, or a discussion of related work. Those discussions belong in the abstract. The purpose of the abstract is to summarize the report and the results.

1. Introduction

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Another purpose of the introduction is to provide an overview of related work. The introduction should include at least five references to related papers and books, Internet

*Email addresses j.b.student@csuohio.edu, and d.j.simon@csuohio.edu. This work was supported in part by ASQL Grant # 123-AB-65789-TGL-458923.

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Technical Abstract Bulletin , *Summary Technical Report: transmission and reception of sounds under combat equipment* United States. Office of Scientific Research and Development.

National Defense Research Committee. Division 17,1946 Technical Report Writing Today Daniel G. Riordan, Steven E. Pauley, 2005

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Engineers' Guide to Technical Writing Kenneth G.

Budinski, 2001-01-01 Annotation An engineer with experience in the automotive and chemical process industries Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co workers to document their work in a reasonable manner He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business government or industry He also thinks that students with no technical background should be able to benefit from the tutorial c Book News Inc

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Technical Report Writing Fred H. Rhodes, 1961

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