Technical Report Writing: Document Title and Structure Guide

1. Title Page

Includes report title, author's name, institution or company, date of submission, and other relevant identifying information.

2. Abstract

A concise summary of the main points, findings, and purpose of the report (typically 150–250 words).

3. Table of Contents

Lists all the sections and subsections, with page numbers.

4. Introduction

- Background and context
- Purpose and scope of the report
- Report structure overview

5. Methodology

Describes the methods, procedures, or approach used to collect and analyze data.

6. Results and Discussion

- **Results:** Present data, findings, or outcomes in an organized manner using text, tables, or figures.
- **Discussion:** Interpret and analyze results, with reference to objectives and existing knowledge.

7. Conclusions

Summarizes the main findings and their implications; relates back to objectives.

8. Recommendations

Provides actionable suggestions based on findings and conclusions.

9. References

Lists all sources cited in the report, formatted according to a standard citation style (e.g., APA, IEEE).

10. Appendices (if needed)

Additional data, materials, or documentation supporting the report, referenced in the main sections.

Important Notes on Technical Reports:

- Maintain clarity and conciseness throughout the report.

- Use headings and subheadings effectively to organize content.
- Present data objectively; avoid personal opinions in results.
- Ensure all sources and external data are properly cited.
- Follow specific formatting or structure guidelines provided by your institution or client.