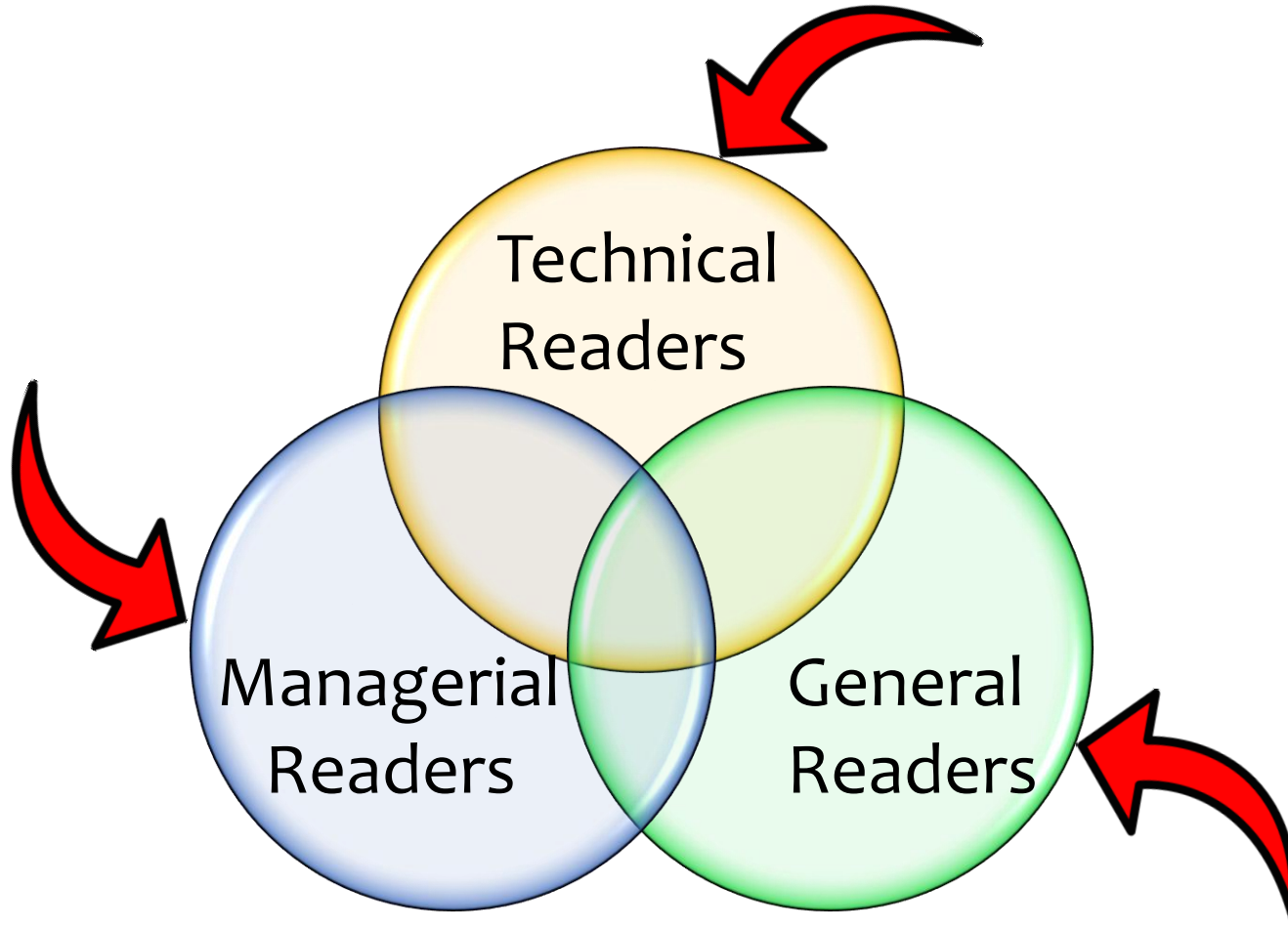# HUM 120
EXPOSITORY WRITING

Lecture 04

Previous Lecture

- Basics of a report

- Report characteristics

- Expectation and purpose

- Significance of a report

- Relevance, attributes and features of a report
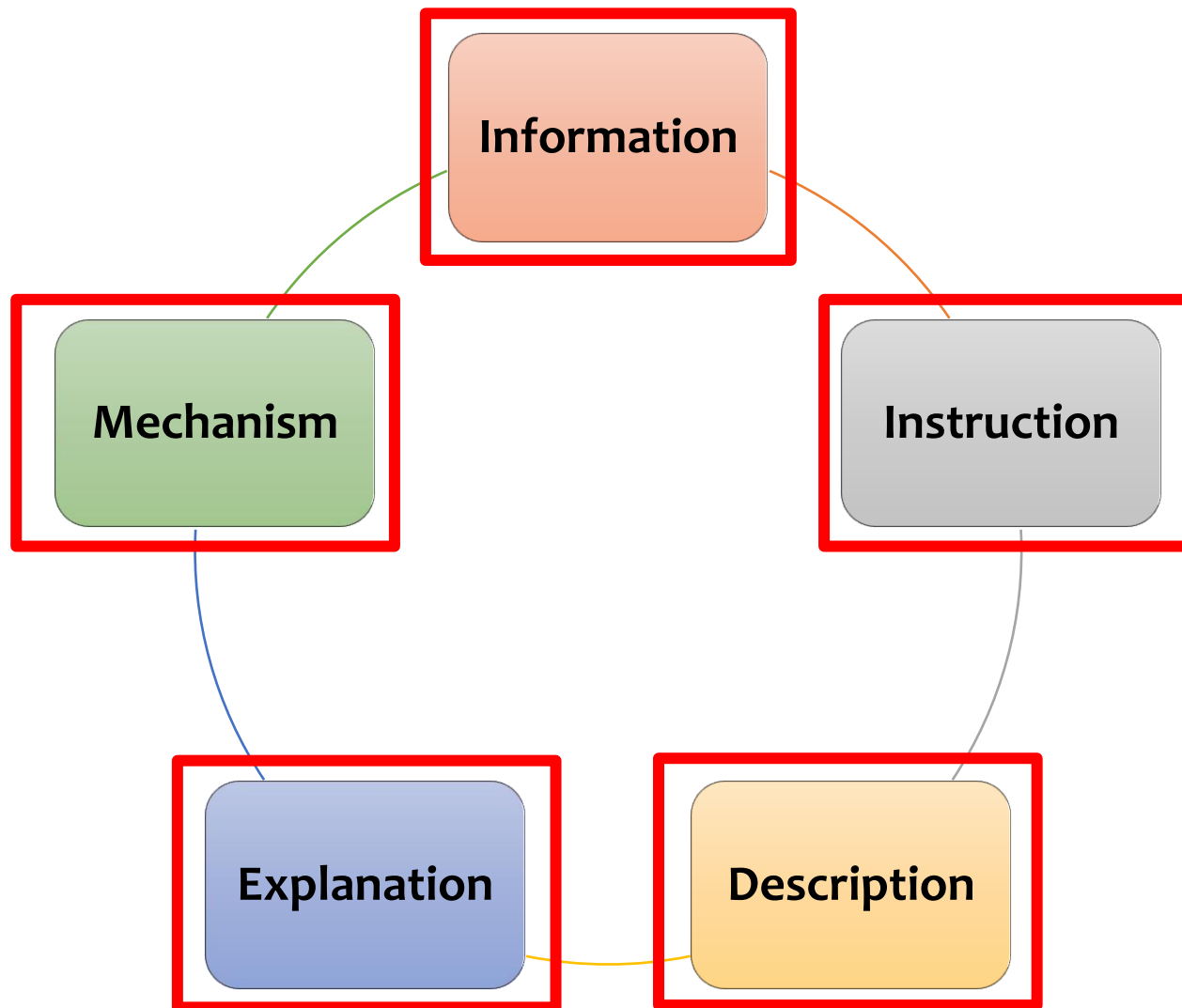
- Comparison of a report and essay

Audience

Purpose

Technical Report Writing

- Written account of events related to a scientific inquiry

- An exercise of **effectively communicating** a technical information

- Interpretation of graphs, tables and figures using language

- Foundation: organization of information

Universal Characteristics

1 Active Voice

2 Third Person

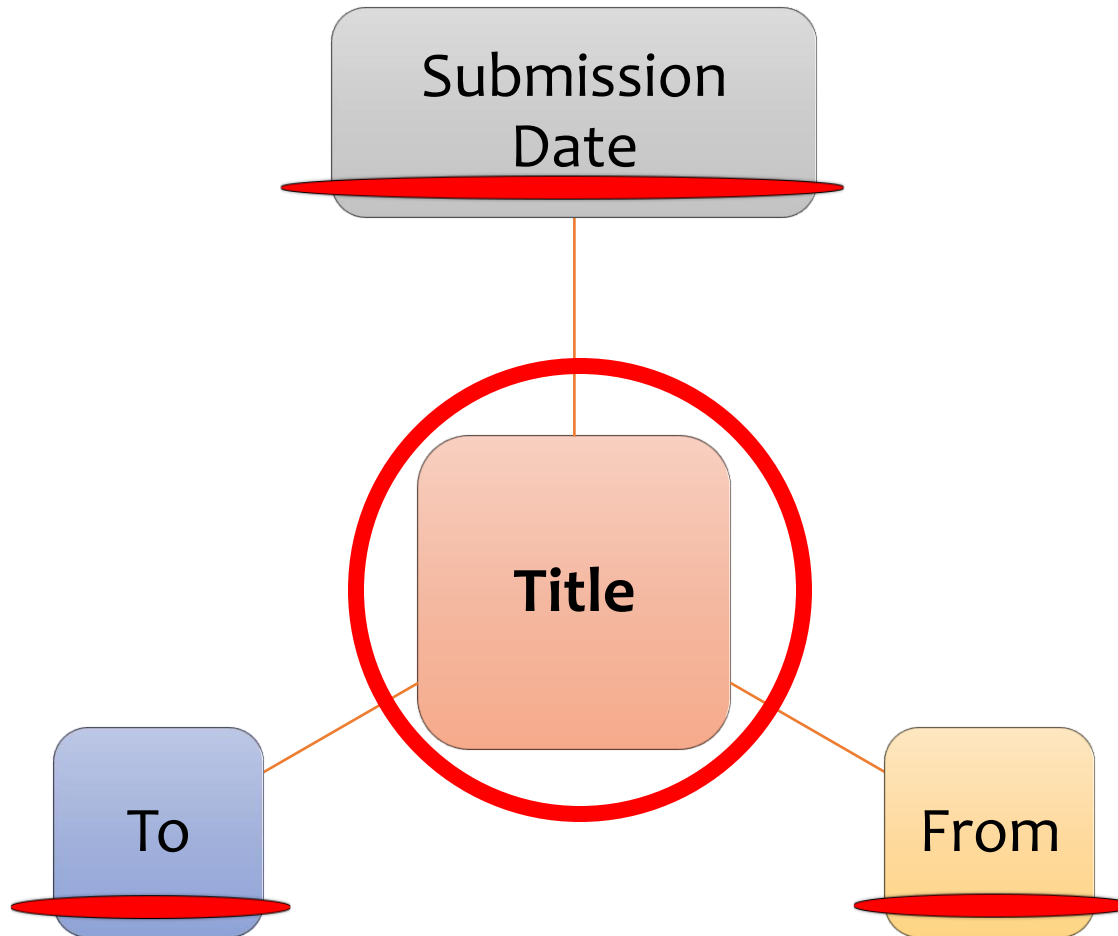**3** No Personal Pronouns for Objectivity

4 One Inch Margin on all Sides

5 Proper Citation

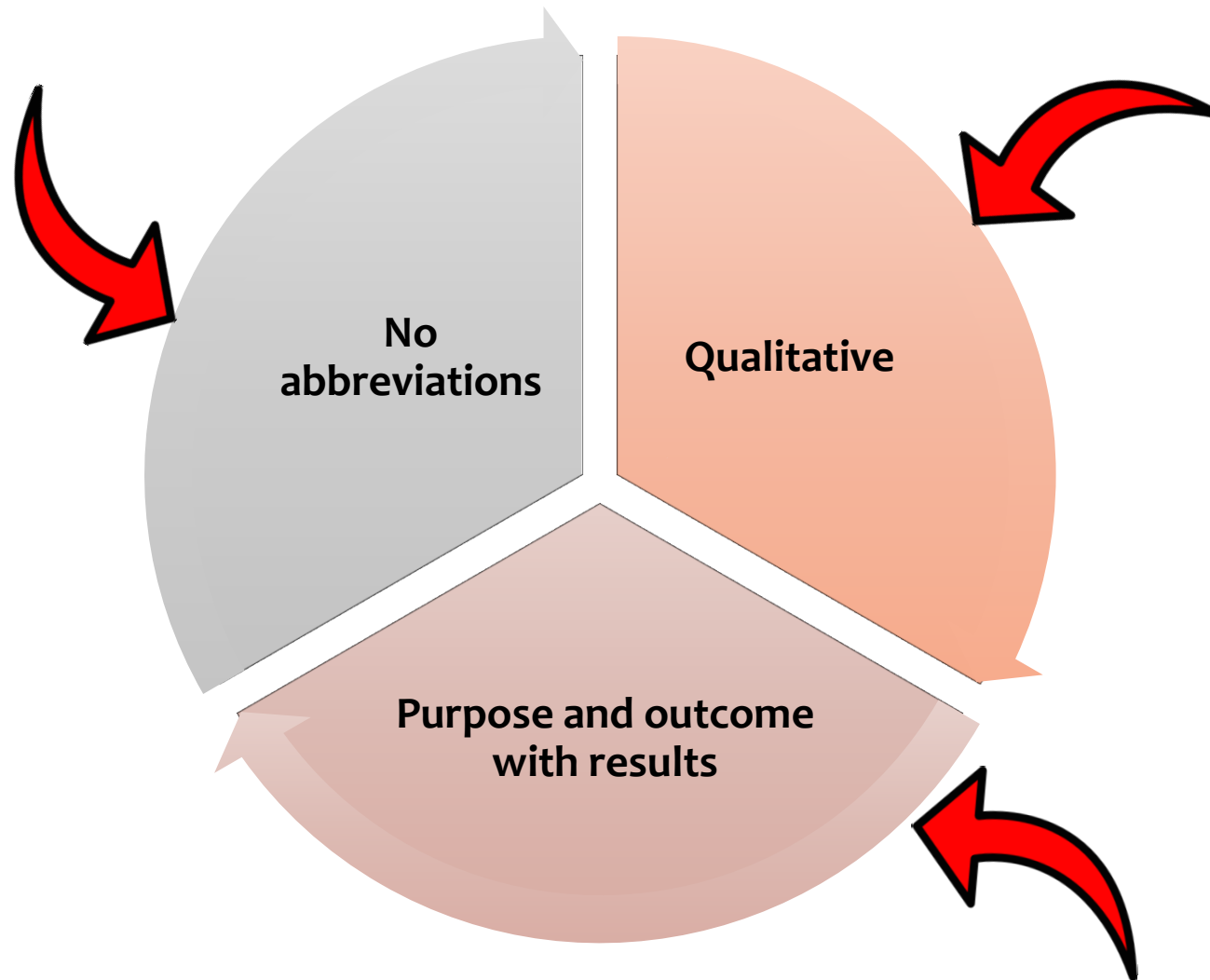**6** Referencing Credible Authors

Report Structure: Title Page

Report Structure: Abstract

No abbreviations

Qualitative

Purpose and outcome with results

Report Structure: Table of Contents

Section

Subsection

Appendices
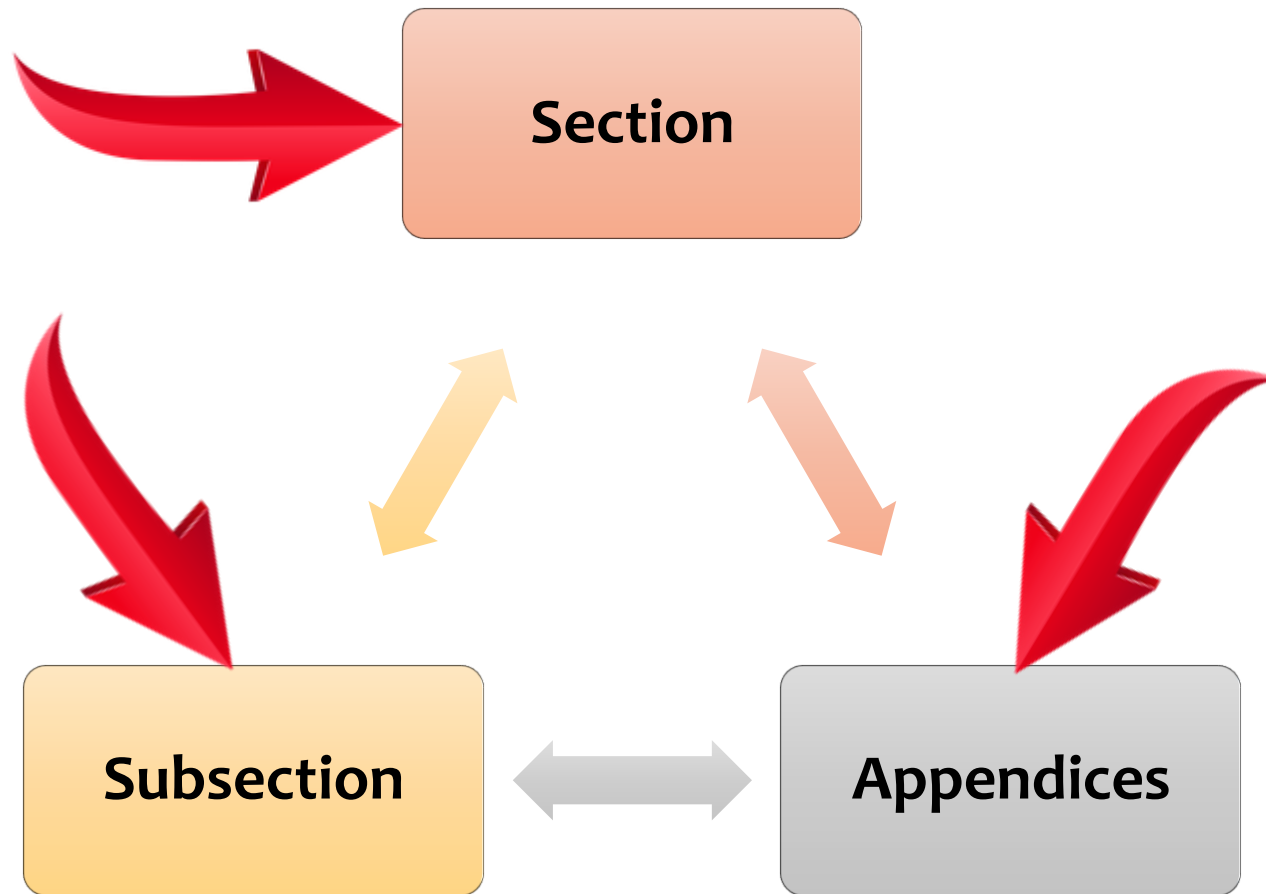
Report Structure: Introduction

Problem Description

Objectives

Methods

Most Interesting Results

Brevity
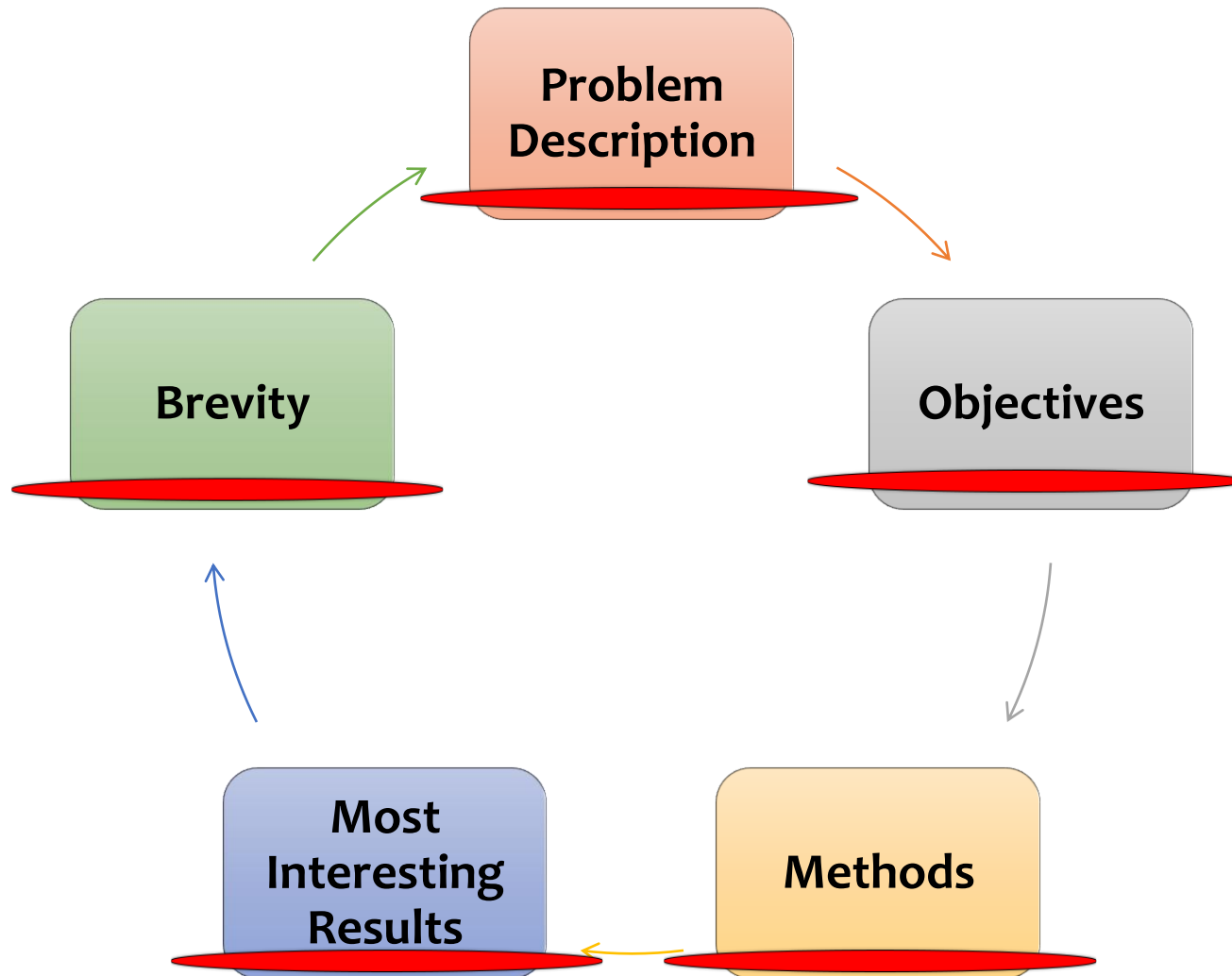
Report Structure: Design and Procedure

✅ Theoretical Description of Design

✅ Testing of Proposed Design

✅ No Specific Measurements

✅ Brief and Getting to the Point

Report Structure: Results and Discussions

- **Textual explanation** accompanied with:

  ✓ Figures

  ✓ Tables

  ✓ Diagrams

Report Structure: Conclusion

- Quantitatively Summing Up all the Results with Brevity

- No Abbreviations

- Problems

- Objectives

- Procedures

- Results

Report Structure: Works Cited and Appendix

Reference List

- UniLearning, Report Writing, http://unilearning.uow.edu.au/report/rep_business.html, accessed July 18, 2013
- How to Write a Business Report to an Executive, smallbusiness.chron.com, accessed July 18, 2013, http://smallbusiness.chron.com/write-business-report-executive-17048.html
- How to write effective business report, slideshare, http://www.slideshare.net/contentwritings/how-to-write-effective-business-reports-business-report-writing-service, accessed July 18, 2013

Report Structure: Nature of Readers

Technical Readers
- Figures

Managerial Readers
- Executive Summary

General Readers
- Comprehensible Language

Report Structure: Language

Clarity
- active verbs

Brevity
- declarative and simple sentence

Objectivity
- no use of 'I' or 'we'

Deductive vs. Inductive Report

Deductive Report

- ✓ Routine messages
- ✓ Neutral information
- ✓ Open and clear presentation of information

Inductive Report

- ✓ Discussion before conclusion
- ✓ Use of factual information to draw conclusion
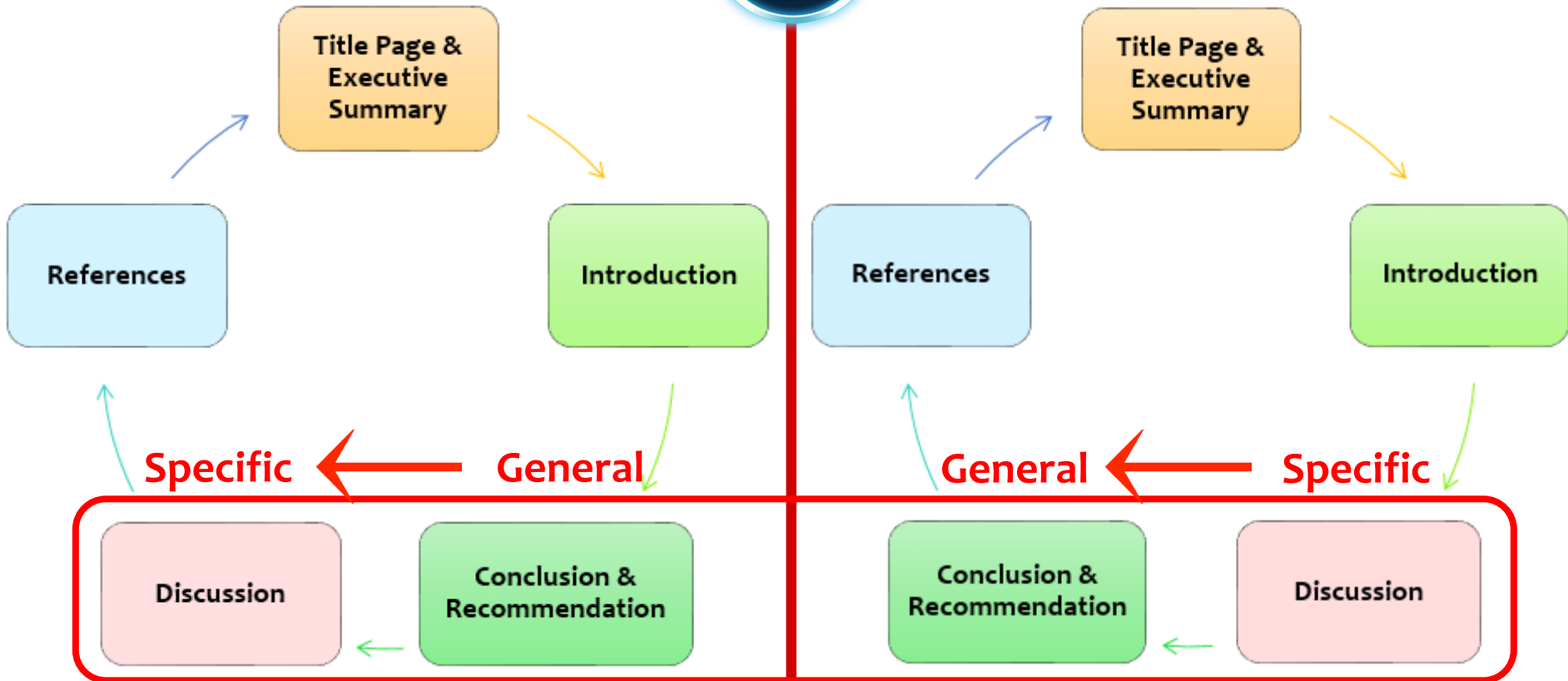- ✓ Used in the case of informed readers
- ✓ With the expected resistance

Deductive vs. Inductive Report

Deductive Report VS **Inductive Report**

Deductive Report:
- Title Page & Executive Summary
- Introduction
- Discussion
- Conclusion & Recommendation
- References

Specific ← **General**

Inductive Report:
- Title Page & Executive Summary
- Introduction
- Discussion
- Conclusion & Recommendation
- References

General ← **Specific**

Conclusions

- ❑ Technical communication

- ❑ Nature of the audience

- ❑ Structure of a report

- ❑ Deductive vs. Inductive report