

## 2- STRUCTURE- A technical report should contain the following sections:

Section	Details
<b>Title page</b>	This must include the <i>title</i> of the report.
<b>ABSTRACT (Summary)</b>	A <i>summary of the whole report</i> including important features, results and conclusions
<b>Contents</b>	Numbers and lists all section and subsection headings with page numbers
<b>Introduction</b>	States the <i>objectives</i> of the report and comments on the way the topic of the report is to be treated. Leads straight into the report itself.
<b>BODY (MAIN TEXT) of the report</b>	Divided into numbered and headed sections. These sections separate the different main ideas in a logical order
<b>Conclusions</b>	A short, logical summing up of the ideas developed in the main text
<b>Recommendations</b>	Summarise your findings. What you learnt from the report and what you recommend
<b>References</b>	Details of published sources of material referred to or quoted in the text (including any lecture notes and URL addresses of any websites used.

## GRADING

Section	MARKS
Title page / Contents page	<b>3 + 3</b>
ABSTRACT (Summary)	<b>6 - your own words</b>
Introduction	<b>3 - your own words</b>
BODY (MAIN TEXT) of the report	<p><b>23 marks</b> - the 5Cs must be showing in this part of your report            You must:  <b>CLARITY:</b> Clear language and word choice. Diagrams must be clear and correctly labelled.  <b>Coherence:</b> Sentences and paragraphs must connect well  <b>Context:</b> Ideas must be developed well  <b>Concreteness:</b> No guesses. Facts based on evidence e.g. questionnaires, diagrams, research etc.  <b>Conciseness:</b> Good use of technical language  <b>Referencing</b> inside the text correctly.  <b>Marks will be given for correct spelling, grammar, word choice, quality of sentence structure and quality of content.</b></p>
Conclusions	<b>4 - your own words</b>
Recommendations	<b>6 - your own words (at least three recommendations)</b>
References	<b>2</b> marks for a page citing your different references at the end.