



The Technical Writing Company

Technical Report Writing

Presented by WVS
The Technical Writing Company

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Who is WVS?

- We're writing consultants:
 - Barry Schoenborn, and Jim Collins
 - In business since 1988
 - We produce all types of documentation:
 - Reports and white papers
 - Policies and procedures
 - Hardware and software user manuals
 - Technical training courses



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Who is WVS?

- References:

- Martel, Mike. *Technical Communication*, Sixth Edition.
- Lannon, John M. *Technical Communication*, Eighth Edition.
- Coe, Marlana. *Human Factors for Technical Communicators*.
- Tarutz, Judith A. *Technical Editing*.
- Schriver, Karen A. *Dynamics in Document Design*.
- Tufte, Edward R. *Visual Explanations; Visual and Statistical Thinking*.



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Objectives

- To learn/review the basics of producing clear, succinct technical reports. These basics include:
 - Preparation and planning
 - Writing drafts
 - Managing contractor work
 - Editing
 - Final steps



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Why write clear reports?

Why? Simple answers:

- Management wants the quality of reports to improve.
 - Reports to Board
 - Reports to Legislature
 - Board agenda items
 - Legislative analyses
 - Internal and contractor reports
- It will improve CIWMB's image.
- It *may* increase your prestige *and* satisfaction.



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What we'll cover in this class

- Technical reports and responsibility
- Identifying and writing for your audience
- Planning and organizing
- The writing process
- Using visuals: graphics, tables, and charts
- **BREAK FOR LUNCH**
- Contract and editorial management
- Editing and rewriting
- Proofreading
- Final steps
- Discussion and exercises



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Technical reports and responsibility

Technical Reports and Responsibility



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Technical reports and responsibility

- Technical writing is honest, responsible writing.
- Legal and ethical are not the same thing.
 - Consider “truth in advertising.”
- A poorly prepared, inaccurate report may appear as dishonest and unethical to the reader.



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