



Technical Report

General H.H. Arnold High School
Programs in Technology Education

9999	Your Name	APPLY ELECTR	1
.....
STUDENT #	LAST NAME, FIRST	COURSE	PERIOD
A	2	a	The Technical Report
.....
COMP	TASK	SUBTASK	EXPERIMENT TITLE
			Start Date
		
			DATE

OBJECTIVE - 15 Points

(Step 1)

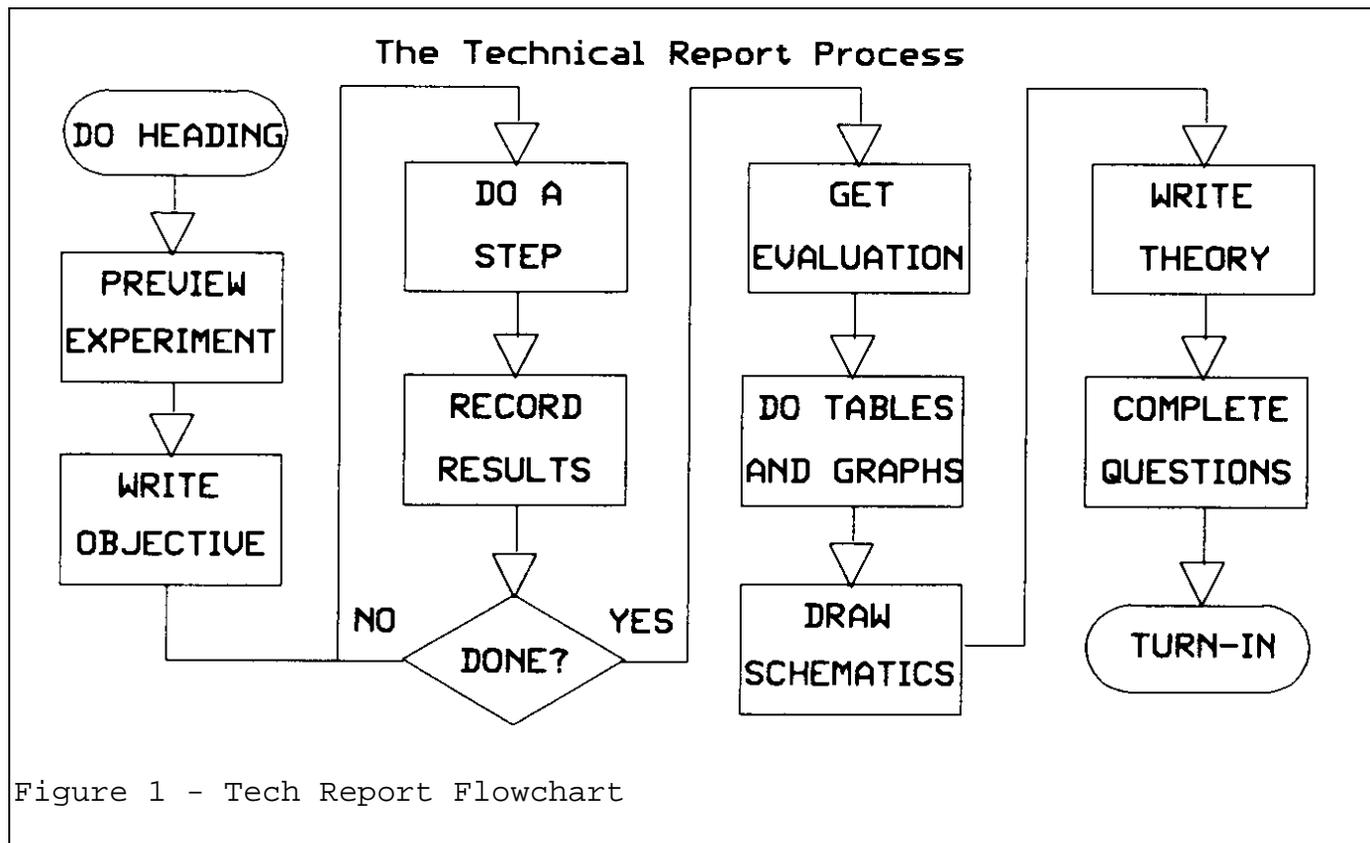
Explain what it is that you're setting out to learn and how you're going to go about doing it.

I will learn how to complete a Technical Report by doing one on The Technical Report process itself. I will perform this task in class under the supervision of my instructor.

SCHEMATIC / DIAGRAM - 20 Points

(Step 4)

Be sure to select drawings that are pertinent to the experiment. Draw schematics or block diagrams instead of sketches or drawings. You must title your drawings and label their parts. Use a straight edge or template to make your drawings look more professional. Use a continuation sheet if necessary.

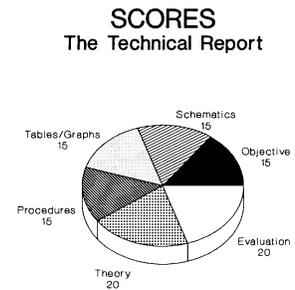


TABLES AND GRAPHS - 20 Points

(Step 3)

Put the results of measured and calculated data in tabular form. You must also represent this information using a line, pie, or bar graph. Make sure you select an appropriate graph to reflect this data. You may use a parts list if no other information is available. Be sure to title all information.

CRITERIA	SCORES
Objective	15%
Schematic	20%
Tables/Graphs	20%
Procedures	20%
Theory	25%
TOTAL	100%



PROCEDURES - 20 Points

(Step 2)

DO THE EXERCISE! Write down each procedure and record the results as you complete each step. Use bullet statements to describe each procedure. When you have completed the last procedure in the exercise ask your supervisor for an evaluation of your work. You must record one entry for every procedure in the exercise. You can use a continuation sheet if necessary.

1. Fill Out Heading
2. Preview the Experiment Material
3. Write Down the Objective
4. Start the Experiment
5. Do the Next Step in Experiment
6. Write Down Procedure and Results
7. Go to Step 5 Until Done
8. Get Supervisor's Evaluation
9. Convert Data to Tables and Graphs
10. Draw Schematics and Diagrams
11. Write the Theory of Operation
12. Complete End of Unit Questions
13. Turn in the Technical Report
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

THEORY OF OPERATION - 25 Points

(Step 5)

Describe in detail what this exercise proves, how it works, why it's important, and what you have learned from conducting it. Finally, explain how doing this exercise helped you reach your objective. Complete the questions found at the end of the exercise and attach them to this report. Write the questions out in full.

In this experiment, I learned how to complete the Technical Report. The Technical Report is a form of technical writing widely used in industry to reduce complex research to an easy to understand report. Writing is minimized while drawings, tables, and graphs are emphasized. The Technical Report is concise and factual. It is a professional looking product that identifies my objective, records my progress through the experiment, and shows proof that I met my objective. I've learned that the Technical Report must be filled out in pencil. I can also use a computer to develop tables graphs and draw schematics and diagrams if I wish.