Technical Report Writing Structure

Section	Outline
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Title page	The front cover of the report. Must include the title of your report, the name(s) of the author(s). You may also wish to include a company logo on this page.
Summary	Sum up the report. Include the main themes and points, your results and the conclusions you have come to. For very busy people in your company, this may be the only part they have time to read, so make sure it conveys your main idea clearly.
Contents page	List out the titles of each section and subsection, with page numbers. The title page, summary and contents page do not need to be numbered. Remember that numbering sections should follow a logical pattern such as: 1.2.3 corresponds to section 1, subheading 2, point 3.
Introduction	Clearly lay out the objectives of your report. What questions are you trying to answer within it? Try to bear in mind who the report is for and write according to their needs.
Body	Split your main content into sections that appear in a logical order. Try to include a results section to lay out your findings, if applicable. This is the section where you should put any diagrams, pictures, charts, tables or graphs.
Conclusion	A short summary of the themes and main points of your report. Don't add any new information at this point.
References	A list of any materials you have referred to in the report.
Bibliography	A list of any materials you found that you think would be useful extra reading, but that you didn't refer to in the report.
Acknowledgements	A list of people who helped you with your report, including proof readers.
Appendices	Any further information that is needed to fully understand your report. This could be things like raw data (for people to work with or to check that the mathematics has been done correctly), any code you have written and referenced in the report, large scale diagrams, long calculations etc. Most people won't read your appendices, but for those who are interested it's very helpful to include.