Technical Report

I am including a few thoughts for the Technical Report, which is due as a final project, and worth 55 points:

* The report should address issues involving productivity in the workplace.
* The report should be used as an opportunity to introduce new materials and techniques.
* The report should be used as an opportunity to present a plumber & steamfitter trade related topic or skill to a customer, employer, journeyman, or apprentice.
* Remember your audience: who are they, and what is their background? Do they have the same plumbing & steam fitting background as you? If so, what new information are you bringing to the table?
* If all of your audience does not have a plumbing & steam fitting background, will you be able to give a report that effectively communicates your ideas to all?
* This is not a book report, especially on a subject that you have little knowledge of. You should identify a subject that is of importance to your audience.
* Know your subject well enough that you can talk about it freely. This means you need to research your subject well.
* Search the internet on the subject of technical reports: you will be surprised what you find.
* Begin your report with the end in mind: A) Summarize—briefly tell what the most important parts of your report are. B) Tell the benefits that your solution, option, conclusion, etc., will bring. C) Tell what you want your audience to do next (if appropriate). D) End with a bang not a whimper!
* Examples of topics: 1) Develop a tool box report about a safety issue prevalent in your industry. This should be one that has an immediate need, and is presently being ignored or overlooked, and one you have a passion for as well as a solution. 2) Compare the effectiveness and cost associated with buying and using completive tools. 3) Submit a proposal to administrate training methods not currently being offered. Good examples: optional internship as a fifth year class project, such as estimating, internet based certificates, enrollment in engineering classes such as Purdue. Remember, these are just examples to get ideas flowing.