

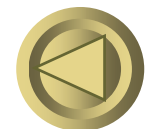
科技報告格式

**88.8.5, 89.7.19, 90.7.20, 91.7.23,
92.7.4, 93.7.5, 94.6.27, 95.7.10**



簡報內容

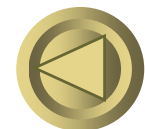
- The aim of report writing
- Contents and sequence of a technical report
 - See also “ADAMS 動態模擬設計 專題練習手冊 --- 第二部分”
- Why to learn
- Ending remark



The aim

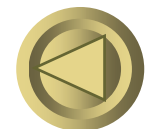
→ *To demonstrate:*

- What you did
- How you achieved
- Why you chose
 - the assumptions
 - the limitations
 - validation
 - the model structure



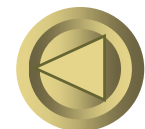
Specifications

- 封面 (Title page)
- 摘要 (Abstract)
- 內容 (Table of contents)
 - Introduction
 - Project/system background
 - Aim of the project & task specifications
 - System & function descriptions
 - Computer model descriptions (input parameters, assumptions, joint arrangements, basic elements, etc.)



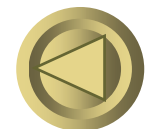
Specifications (cont.)

- **Simulation results & validation**
- **Further analysis**
 - **predictions of system performance**
 - **factorial sensitivity analysis**
 - **evaluation**
 - **optimisation**
- **Conclusions & recommendations**
- **Bibliography**
- **Appendices**



Previous experiences

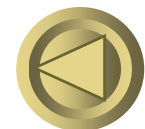
- **Lack of**
 - **page numbers,**
 - **graph captions,**
 - **adequate explanations (in graphs & text)**
 - **logic chapter arrangement**
 - **citing references**
- **Typographical errors**
- **Too many slangs**



The structure of a paragraph

- Three key steps

- **Loop of three steps**
 - Introduction
 - Main body (expand, argue, deduce, views of both sides, etc.)
 - Conclusion
- **It applies from a paragraph to the whole document**



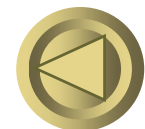
How do you feel by now?

- Get bored?
- Why bothered?
- Too tedious to do?
- Troublesome?
- Waste time?



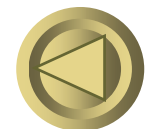
Why to learn

- Improve result **understanding** for yourself
- Efficient **communication**
- Fundamental **skill** in your future work
- Good **record** of your work
- Demonstration of your **ability** & **accomplishment**



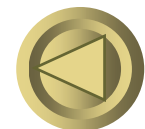
Final Notes

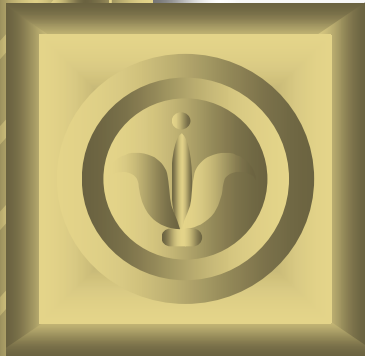
- Start writing as early as possible
- Comply with **the right format**
- Skip unused words, graphs, illustrations, and appendices
- Allow space for binding
- (Confidential requirements)
- Disregard non-technical & irrelevant statements



Final Notes (cont.)

- **Further explanation:**
 - AHP\common\report.doc
 - 論文及報告寫作概要, etc
- **You may add your “心得” or “感想” in the end of your report in this project.**
- **for Chinese text**
 - **Use “標楷體”, font size = 14, 行距：多行, 行高：1.25 (update your manual)**
- **for English text**
 - **Use “Times New Roman”, font size = 12, 單行間距.**





Good Luck

