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as a professional engineer you have myriad experiences solving problems your reports both formal and informal help your client supervisor or other stakeholders make actionable decisions about those problems explore these resources to learn how to write more effective reports for greater project and career success tips for writing an engineering project report all of us have written technical reports for clients or other stakeholders it is one of the tasks that are central to an engineer s job in this edition of the technical brief i will provide a checklist that should be relatively comprehensive this powerpoint slide presentation covers major aspects of writing reports in engineering click on the link above in the media box to download the slides the presentation includes information about report purpose and planning report format and organization headings and language abstract this guide to writing an engineering report has been provided by the faculty of engineering at the 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