

Barriers for Energy Efficiency

Title:

Comprehensiveness of the report (effective organization of the report)

Category:

Analysis and report preparation

Summary:

A well-organized and comprehensive report is an indication of a well organized, properly conducted energy study. A good report helps sell the recommendations to the management and ensures that effective action will be taken. All the principles and methods of effective technical report writing and good English usage will apply.

Back ground:

If you see the actual report, there will be many draw backs in the comprehensiveness and the organization.

Commonly occurring mistakes in preparation of the report are:

- Absence of report planning when the study is planned. This will affect both report organization and the organization of the study effort
- Not considering all levels of the people who will read the report. All the people reading and using the report will not be engineers. (Avoid highly technical language, especially in the summaries. However do not over simplify to the point of condescension. There are lots of well-educated and intelligent people outside the professional engineering ranks)
- Describing calculations in a complicated manner instead of using simple steps.
- Writing is formal or pompous style
- Lack of clarity for brevity. Missing out details and text length concerning a given topic not in proportion to the energy significance of that topic
- Improper explanation of the calculations in the annexures
- Repetitions of the same sentences at many places in the report
- Absence of graphs and diagrams (which are often self explanatory) will result in not conveying the correct picture
- No review of the report by other experts (who are not involved in the study). It is very easy to explain to a person who has seen that system. The report should be able to give a clear message to a person who has not seen the system.

Lesson learnt:

A well-organized and comprehensive report is an indication of a well organized, properly conducted energy study. It is the energy audit team's direction to the plant and a good report encourages the plant to initiate further action.