

Writing Technical Reports for Regulatory Compliance

Part 1: Roleplay Dialogue

Characters:

- **Sophia** – Civil Engineer
- **Mark** – Project Manager

Sophia: Mark, I'm finalizing the **technical report writing** for our latest bridge project. Have you reviewed the draft?

Mark: Yes, I have. It's well-structured, but we need to ensure the **compliance documentation** meets all legal requirements.

Sophia: Absolutely. I double-checked the **regulatory standards**, but we might need an additional section on environmental impact.

Mark: That makes sense. Also, can we include a clearer **project summary**? It should highlight key design elements and safety measures.

Sophia: Good idea. I'll refine that section and ensure our **risk assessment** details all potential structural concerns.

Mark: Perfect. That will help during audits and future reference.

Sophia: Right. Once I make these updates, I'll circulate the final report for approval.

Mark: Sounds great. Let's also create a checklist to confirm that we're meeting all regulatory requirements.

Sophia: I agree. That will streamline the approval process and avoid compliance issues.

Mark: Exactly. Let's finalize it by the end of the day so we can submit it on time.

Part 2: Comprehension Questions

1. What is Sophia working on?

- (A) A construction budget
- (B) A material procurement list
- (C) A technical report
- (D) A site inspection schedule

2. Why does Mark suggest improving the project summary?

- (A) To make it longer
- (B) To include unnecessary details
- (C) To highlight key design elements and safety measures
- (D) To reduce the total page count

3. What additional section does Sophia consider adding?

- (A) Financial projections
- (B) Environmental impact details
- (C) Employee payroll information
- (D) Marketing strategies

4. How do they plan to ensure regulatory compliance?

- (A) By hiring more engineers
- (B) By reducing project costs
- (C) By skipping unnecessary paperwork
- (D) By creating a checklist for regulatory requirements

Part 3: Vocabulary List

- **Technical report writing (技術報告書作成)** – Preparing detailed documents on project data, designs, and findings.
 - **Compliance documentation (コンプライアンス文書)** – Reports ensuring that a project follows legal and regulatory requirements.
 - **Regulatory standards (規制基準)** – Guidelines set by authorities that projects must follow.
 - **Project summary (プロジェクト概要)** – A concise section outlining key aspects of a project.
 - **Risk assessment (リスク評価)** – The process of identifying and evaluating potential project risks.
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Part 4: Answer Key

1. What is Sophia working on?
☒ (C) A technical report
2. Why does Mark suggest improving the project summary?
☒ (C) To highlight key design elements and safety measures
3. What additional section does Sophia consider adding?
☒ (B) Environmental impact details
4. How do they plan to ensure regulatory compliance?
☒ (D) By creating a checklist for regulatory requirements