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Nota di contenuto	<p>""Cover""; ""Foreword""; ""Preface""; ""About the author"";      ""Acknowledgements""; ""Contents""; ""List of Tables and Figures"";      ""Figure 1.a€?Suggested hatch cover inspection check list table"";      ""Figure 2.a€?A sample pro forma report form""; ""Figure 3.a€?A sample completed report form""; ""Figure 4.a€?Sample container damage pro forma""; ""Figure 5.a€?Basic units of measurement""; ""Figure 6.a€?General arrangement of tanks and holds""; ""Figure 7.a€?General arrangement of pleasure craft main deck""; ""Figure 8.a€?Line thicknesses and uses""; ""Figure 9.a€?Coupling configuration"";      ""Figure 10.a€?First angle projection of an object""""Figure 11.a€?First angle projection of an object on paper""; ""Figure 12.a€?Difference between isometric and oblique projections""; ""Figure 13.a€?Use of shading to show propeller damage repairs""; ""Figure 14.a€?Diagram showing configuration of hydraulic actuator cam follower""; ""Figure 15.a€?Turboblower rotor illustration""; ""Figure 16.a€?Schematic diagram of turboblower""; ""Figure 17.a€?Diagram showing location of crack"";      ""Figure 18.a€?Diagram showing engine timing gear arrangement"";      ""Figure 19.a€?Found and recommended table""      ""Figure 20.a€?Found and recommended table with steelweight calculations""""Figure 21.a€?Tonnage measurement calculations"";      ""Chapter 1 - Introduction""; ""The many types of report""; ""Receiving</p>

your assignment"; ""The purpose of a report"; ""Information required and sources"; ""Preparing for the survey"; ""Chapter 2 - The basis of reports"; ""The report as a legal document"; ""Discovery"";  
""Evidence""; ""Protocols""; ""Terms and Conditions of service"";  
""Caveats and disclaimers""; ""Professional indemnity insurance"";  
""Limiting liability""; ""Copyright issues""  
""Collision damage reports""""Specialised reports (heavy lift, tow approvals, etc)""; ""Expert opinions""; ""Chapter 5 - Writing the report"";  
""Structure""; ""Abstracts and executive summaries""; ""Spelling and grammar""; ""Some simple rules to follow""; ""Active and passive writing""; ""Voice recognition software""; ""Report writing software"";  
""Typing""; ""Typography ""; ""Typeface terminology""; ""Tracking and kerning""; ""The style sheet""; ""Headlines""; ""Numbering""; ""Units of measurement""; ""Use of brackets""; ""Use of i.e. and e.g."""; ""Lists"";  
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