



Summer Training Report Writing Handout

Report Objective

The main objective of the Report is to prepare the student to write a professional and detailed report. This should demonstrate his ability to present specific information and to develop his overall communication skills. The essence of the Report is to describe the work a student has undertaken during his training, the techniques he has learned, the skills he has acquired, the contributions he has made to his work environment and the conclusions he has drawn from his experience.

Report Quality

1. The organization of the Final Report should be logical and it should help the reader to obtain a clear understanding of the detailed points presented in the report.
2. Topics within the report should be coherent, clear and concise. Discussions should be focused on work-oriented.
3. The report should be illustrated with appropriate tables, diagrams and graphs where necessary. Tables and graphs should be properly labeled.
4. Any facts and figures about the company where the training was completed should be supported by references, internal company reports, etc.
5. The report should have a bibliography and references, where appropriate.

Report Writing Format and Contents

It is recommended that the report should follow the following format:

1. **Title Page:** The title of the Report, and the author's name, must be in capital letters. The type of degree must be written in capital letters. The year and major should be included. The Company's name where the student has trained must be provided (The title page must not be numbered).



2. **Abstract** (should be less than one page): This section will comprise a brief summary of the entire report, it is a report substitute for a busy reader. No illustrations, graphs, tables or charts should be included in this section. Describe where your training was carried out (company, department, location, etc.) Summarize your training goals, activities, and accomplishments. In addition, describe the key elements you took away from your training. These should be both technical and non-technical (for example, you might describe such things as how your organization was structured, how individuals worked together in your company, how technical employees interacted with customers, what company initiatives you observed, etc.)
3. **Acknowledgements (Optional):** This is an optional section which acknowledges the help, assistance and advice given to the student during his training and the preparation of his report.
4. **Table of Contents / Figures / Tables:** The report must have a table of contents (which shows the principal divisions of the work and the page numbers on which they are found), a list of figures (which summarizes the figures in the report along with the page numbers for each figure) and a list of tables (which also summarizes the tables in the report along with the page number of each table). All the pages except the Title Page and Table of Contents pages must be listed. The Table of Contents pages must be numbered in lower case Roman numerals at the bottom center of each page, starting with “ii” or with “iii” if an Acknowledgements page has been included. (Remember: Microsoft word can do all this for you .. learn how)
5. **Table of Abbreviations:** This section should list each abbreviation within the report and its meaning.
6. **Introduction:** The purpose of this section is to provide a brief introduction of the work. It should not exceed two pages (2) but should have minimum of 300 words and should comprise the following topics:
 - a. **Company Background:** A brief and clear presentation of the nature of the company, location of the facility and the functions of the department(s) in which the student conducted his training.



- b. **Student's Work Assignment:** A general, non-technical presentation of the student's function within the company and his work assignments.
 - c. **Training Objective:** Description of the student's training objective and work accomplishments.
 7. **Technical Part (Main Body):** This section constitutes the core (substance) of the report. It describes the work that a student has accomplished during his training, the techniques he has learned, the skills he has acquired, the contributions he has made, the responsibilities he has assumed, the equipment he has used (if any), the safety procedures he has followed and all other pertinent information. It should contain the details of various stages of your training on a project basis along with the description of all the technical and administrative activities performed. It also contains all the crucial technical details including illustrations, equations, programs, software versions, graphs, tables, charts, diagrams, etc. These should be clearly numbered and/or titled for easy reference. Units, scales, labeling of the axes must be provided for easy understanding. The technical part may be presented in the form of chapters, sections or any other arrangement suitable to the nature of the technical report. Describe in detail the nature of the work or the nature of the project(s), which you carried out, stressing as much as possible the engineering aspects of your work. Describe the goals for the project, the methods used to approach the project, and the accomplishments. Do not disclose any proprietary information. Materials photocopied or duplicated from the company's previous proposals or reports should not be included. Each chapter in this section has to have 1- a chapter heading 2- an introductory paragraph 3- sections (with numbered headings) 4- subsections (with numbered subheadings) 5- a concluding paragraph.
 8. **Conclusion and Recommendations:** The conclusions of the report are summarized in this section. Any pertinent conclusion concerning the training, the work accomplished, the techniques learned, the importance and merits of the training program, its benefits and drawbacks, recommendations on how to improve it and other constructive comments and suggestions should be included in this section. Summarize the usefulness of your summer training in advancing your understanding of the engineering profession, both technically and organizationally. Summarize what you learned from the experience. Discuss the benefits acquired from the training experience and the ways in which it enriched



your knowledge. Any deficiencies in your education and suggestions for improvements of the training program should also be mentioned.

- 9. References:** A list of the references must be provided. Each reference must be adequately cited where appropriate. See <http://www.lib.unimelb.edu.au/recite/> or <http://library.canterbury.ac.nz/services/ref/asce.shtml> for referencing style (Endnote can do this for you .. learn how from the internet).
- 10. Appendices:** These contain material that is too detailed to include in the main report, such as raw data or detailed drawings.
- 11. Page Numbering:** Numbers should begin with “1” on the first page of the text and continue throughout the report including the references page. The page numbers should be on the bottom middle or bottom right of each page throughout the text. The text must be double-spaced.



Some points in Grading Procedure

The Final Report will be graded by the student's Academic Department.

The Final Report will be Graded as Follows:

PART I (Job History):

- Does the student understand and clearly present in the report the nature of the company he worked for?
- Does the student understand the function of the department he worked in, and how it contributes to the successful function of the whole organization?
- Does the student understand his job function and its relation to other functions in the company?
- Does the student understand the main objective of his Training?
- In addition, constructive comments regarding the value of the Program will be considered.

PART II (Job Training):

- Is the organization of the report logical and does it help the reader obtain a clear understanding of the technical points being presented?
- Completeness, e.g., are specific technical points pursued and discussed to logical ends?
- Are tables well organized and relevant; are units properly specified; are column headings and footnotes presented in such a way that the reader can understand the table without lengthy reference to the discussion; are adequate citations of a reference made where this is appropriate?
- Are figures and graphs properly drawn; are axes labeled clearly; are appropriate titles used and can figures be understood without referring back to the discussion? Are appropriate reference citations presented, and are industrial terms and jargon, when used, adequately explained? Do conclusions and recommendations necessarily follow from the discussion presented?
- Has the student made any worthwhile suggestions for improvements to the program or to the host organization?
- Is the report of an acceptable length considering the subject matter presented? (Reports are expected to be at least 10 pages of the student's own text, excluding company information, appendices, graphs, illustrations and other acknowledged inclusions).