

# **WRITTEN REPORT FORMAT**

Reports need to be neat, organized and word-processed. When done someone could read your report and duplicate the results. It should be written in third person with no pronouns. Due to the fact that this is a Technical report, graphics are essential in the explanation of the activity. The contents of the report should be:

## **TITLE PAGE:**

- Title of project
- Names of student participants
- Course title
- Institution where work was done
- Date

## **ABSTRACT:**

- A summarization of the report
  - o This summary should include the objectives of the project and topics that are covered.
  - o It should be short and to the point with specific information, and should be no longer than one paragraph in length. This will indicate to the reader if the rest of the report is worth reading.

## **TABLE OF CONTENTS:**

- All sections listed in order with corresponding page numbers

## **INTRODUCTION:**

- A brief explanation of the project or activity. What was the purpose of the activity? What are you going to learn and what are you going to do?

## **BACKGROUND:**

- This section is crucial in teaching the reader all the topics necessary to complete the activity. This section will define key terms, explain the importance of the activity, and explain all the topics that are needed to be learned in order to do the activity. Background research must also be explained here so that the reader can understand the procedure and the results. An explanation of what brought you to this project is also helpful.

## **MATERIALS:**

- Specific list of materials and equipment needed to do the project or activity

## **PROCEDURE:**

- Details on how you did the lab, activity or project. Include detailed step-by-step process showing sketches, schematics, equations, photos, etc. As a result of this section, the process you followed should be able to be duplicated exactly by the reader.

## **RESULTS:**

- How well did you accomplish your objectives? Explain what happened during the procedure. Do the results agree with your purpose? Use data and graphics where necessary to show the results; good or bad. Discuss suggestions for improvement of your results. Discuss errors and problems that occurred during the process and what are the solutions to those problems. How will these results help you in further activities in this course?

## **CONCLUSION:**

- Write a brief explanation of what you learned, what the activity was all about and how the results turned out. This is basically a reiteration of the introduction.

## **APPENDIX:**

- As a general rule, all graphics should be placed in the text where you are discussing them. Any types of graphical information that does not fit in the text should be labeled and placed in the appendix. The appendix includes signed handouts, orthographic drawings, isometric drawings, assembly drawings, schematics, exploded views, written programs, flow charts, and tables of information pertinent to the report but too large to fit in the written documentation. List and label everything in the appendix, then attach those materials to the back of the report. Be sure that they are identified in the Table of Contents.

## **CITATIONS:**

- Sometimes called a bibliography, this section list all books, magazines, journals, Internet sources, etc. that were used to obtain and learn the information in the report. Follow the procedure indicated by your English Department.