**Report Format**:

**Title page**:

Title in capital letters, institution and department, student name, registration number, group number, group members, supervisor’s

name, and date. Adequate spacing,

Abstract (see an example below):

• Abstract is a brief summary of the report.

• Example: The objective of this experiment is to study … by means of … in the range … Results showed … and compared (un)fortunately with (un) published values. It was concluded that …. recommended.

• Cite no references except by author’s name and only if essential.

• One paragraph preferably less than 200 words.

**Table of contents**:

• Section number (if numbering is used), major heading, and page numbers.

**Introduction**:

• Purpose of experiment (objective).

• Approach taken (general remarks).Utility of such measurements.

• General background.

**Theory**:

• Equations and supporting references.

• Do not use equations or theories that irrelevant to your experiment.

• Use appendices fro necessary derivations.

• Results expected.

**Experimental method:**

• This section provides details on experiments conducted. Provide enough details so others can follow your procedure and duplicate the work.

• **Equipment used in the experiment**.

Use schematic diagram of apparatus. Procedure should refer to it.

• Procedure of experiment and variables tested ; procedure should refer to it.

• For detailed procedure (steps are preferred) refer to the lab. manual.

• Give criteria for steady state or equilibrium.

**Results**:

• This section reports only final results. Raw data and intermediate results not related to the experimental focus should be placed in the appendices.

• Explain what results are obtained; and how obtained from raw data.

• Results are presented in graphical and/or tabulated data. Graphical data is preferable to tabulated data (do not duplicate tabulated & graphical data).

• Theoretical background should be linked here to the experimental method.

• Label all figures and tables .Figure title should be placed below the figure, and Table title is placed above the table.

• Use unified system of units (SI units are preferred).

• Place raw data and tabular data in appendix if extensive.

**Discussion of results:**

• This section discusses the meaning of results in the previous section. Results and Discussion can be presented as two separate sections or as one section. The former case is preferable in Full Reports and the latter case in Short Reports.

• Are the experimental results consistent with those anticipated in the theory section?

• Compare results with published ones.

• Error analysis: evaluate the relative importance of errors.

• Anticipate conclusions and recommendations.

**Conclusions & Recommendations:** Conclusions: A short restatement of important points presented in the report.

• Summaries of the main ones.

• Do not discuss results here and do not conclude anything that had not been discussed

• Address the objective of experiment.

• Once conclusions are made, make some recommendations to the utilities of those conclusions.

• In Recommendations, explain how useful the methodology and the results are, and mention restrictions or limits pertaining to the use of the results.

• Conclusions and recommendations may be in the form of descriptive paragraphs or running lists.