Full & Short Report Format:

Title page:

Title in capital letters, institution and department, student name, registration number, supervisor’s name, and date. Adequate spacing,

Abstract (see an example below):

• Abstract is a brief summary of the report.

• Example: The objective of the 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.

• One paragraph preferably less than 200 words.

Table of contents:

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

Introduction: REMOVE from SHORT REPORT (1 page)

• Purpose of experiment (objective).

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

• General background.

Theory: REMOVE from SHORT REPORT (4 pages max)

• Equations and supporting references.

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

• Use appendices for necessary derivations.

• Results expected.

Experimental method: REMOVE from SHORT REPORT

• 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.

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

placed in the appendices.

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

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

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

Discussion of results (see sample below):

• 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.