

GUIDELINES FOR PROJECT REPORT

The Industrial training report should include:

1. Cover Page: The students should follow the standard cover page as per instructions.
2. Table of Contents: The table of contents should include all section of the report and their corresponding page numbers. All headings and sub headings must be included (the word processor can be used to generate an automatic table of contents).
3. List of figures and list of tables: All figures and tables should be listed next to the table of contents. The list should include: Figure or Table Number, title and page number. An example is shown:

Figure No.	Title	Page No
3	Housing Categories Used by the Ministry of Housing	9

4. Acknowledgement: The student is encouraged to acknowledge the company in which he/she has been trained at and the assistance given to him by all of those who supervised him/her in the training organization. In addition, it is appropriate to recognize the follow-up and advice given to him by the academic supervisor.
5. Certificate: Xerox copy of the training certificate issued by the company must be attached.
6. Contents Page: This lists the various headings and sub headings written on all the pages.
7. Introduction: The student should itemize clearly the task performed during the training period. The student can provided and discuss the training programme given to him/her in the introduction.
8. The Company Profile or Organization Chart:
9. Body of Report: The body is the main part of the report. The student should enter detail the work performed and achievements during the training period. Each task or project performed can be placed in a separate section within the body. A special reference to the major projects should be made.
10. Conclusions and Recommendations: In this section of the report, the student should conclude his/her training and state the recommendations regarding the training, such as: strength, weakness and appropriateness of the work performed.
11. References/Bibliography:
12. Appendices: Use these to provide more detailed information, which your reader may need for reference. The student should include all supplementary documents that supported his/her report in lettered appendices (Appendix A, B, C.....)
13. Glossary of Terms: Provide a glossary if it is helpful.