ENGR 0135/0145
TYPICAL REPORT SECTIONS
AND WHAT SHOULD GO IN THEM

TITLE PAGE. Cover page containing the following information: title, class name, date, professor's name, and names of group members.

ABSTRACT. A concise summary of the contents of the report, on the order of one-half page in length. The purpose of the abstract is to give the reader a quick overview of what was done, so only include the most important details.

INTRODUCTION. A background description of the problem which you are solving (this information is contained in the project handout) and a brief description of how you intend to solve it. Also include any hypotheses you may have about the solution.

ANALYSIS & DESIGN. A detailed presentation of your solution to the problem. Where relevant, you should include: free-body diagrams, shear and bending moment diagrams, all pertinent engineering calculations, and sketches of your final design. Include enough words to guide the reader clearly and easily through your analysis. Make sure that your final results are emphasized to the reader in some way (highlighted, underlined, boxed, etc.). A tabular format may be useful for presenting results of iterative calculations. If you make any assumptions in the course of your calculations, make sure they are explained.

DISCUSSION. In this section you explain the meaning of your results. Some topics of discussion are:

- Physical significance of your results (what is actually happening in your design).
- Validity of your solution. Do you feel that it is correct or incorrect? Try to explain why. If you are unsure of parts of your solution, it is best to say so and explain why you feel this way.
- Have you proven or disproven any hypotheses that were made at the outset of the project? Did you make any assumptions throughout the course of your solution? If so, how do they affect the results?

CONCLUSION. A brief summary of your results. Was your design successful? Do you have any suggestions that could improve the design?

GENERAL REMARKS:

- *The text of your report should be typed (or word-processed). Your calculations and diagrams may be hand written, but they should be clear and very neat.*
- *Sketches and diagrams should not be drawn free-hand. Use a straightedge or a computer drawing application.*
- *Be clear and concise. Avoid long-winded explanations.*
- *Remember that the main goal of this project is for you to gain some understanding of the engineering design process. However, you will be graded on what you submit in your report. The report tells us if you know what you are doing. Keep this in mind while you are writing your report.*