

REPORT WRITING

1. Reports will be written individually by every student for every field works.
2. A4 white unlined paper should be used; reasonable presentation
3. Use computer for writing and computations, but don't forget to draw figures and sketches when necessary
4. Report will consist of following parts;

COVER PAGE

Name of University, faculty and department, name and number of course, name of practicalwork, date of practicakwork and report submission, to whom it is submitted, by whom it is submitted, names.

AIM OF PRACTICAL WORK

Will be explained in one or more sentences.

PROCEDURE (most important part of your report)

- Equipment: List of instruments and their types and numbers.
- Tasks;
 - Name and number of each task
 - In steps (1, 2, 3,...); describe
 - Use figures to describe things.
 - In full detail so that a person who does not know anything about this practical should be able to (duplicate) the work in the cluster by following (using, reading what you have done written in) your report.

DATA AND COMPUTATIONS

- Make tables (tabular computations)
- Write unit at top of each column
- Show a couple of example computation

DISCUSSION OF ERRORS

- Not general (expect short; one paragraph introduction)
- Errors related to this practical and their effect

CONCLUSION

- Relate to aim of report
- Relate to production line of the method

NOTES:

- Typing is required
- DO IT YOURSELF: you will improve your writing skills (engineers spends 70% of his time in communication)
- Report writing is 50% of your whole work so do not spend more time than you spend in fieldwork (at most 4 hours)
- ENJOY IT, TRY YOURSELF, DO NOT MAKE IT A NIGHTMARE
- Don't forget we require just you describe what you have done in the cluster so that another person can do it by following your instructions (writing)

IMPORTANT; STUDENTS MUST ATTEND ALL PRACTICALS.

Dr.ORHAN ERCAN