

## ***Guidelines for APSC 381 Written Reports***

A properly written APSC 381 Written Report should follow this format:

- **Title Page**
- **Executive Summary** – Objective, abbreviated statement of the primary information in the report. Succinctly include objective, scope, methods and procedures used, pertinent results, and any major conclusions and/or recommendations. (Maximum 1 page)
- **Table of Contents**
  - **List of Figures and Tables**
- **Introduction/Objective** – Explain the problem assigned. Include goals, objectives, and scope of report. Clarify the problem and state any assumptions. List performance specifications where appropriate.
- **Background Information/Theory** – Introduce all relevant background information. Keep explanations clean and concise. Indicate any patents, codes, standards, etc., that may be applicable.
- **Discussion** – Examination of the problem and potential/final solution(s). Break section into separate parts with appropriate subheadings. Any assumptions made in the project should be evaluated here for validity. This is the place for engineering science and mathematics to support the design (use appendices for any detailed calculations). Potential errors should be examined and estimated. This is also an appropriate section to evaluate any trends and inconsistencies.
  - **Design Considerations** – Review significant designs considered, and explain criteria used to differentiate between various design proposals.
  - **Selected Design** – Cover chosen design, what differentiated it from the others, any detailed information not included in previous section. Include a section on risk analysis, economic analysis, and reliability for the given design.
  - **Etc.**
- **Conclusion** – Summarize the discussion section. Someone should be able to read your abstract and conclusions and will find no inconsistencies between the two. There should be no new material in the conclusion. Justify your results in the discussion.

- **Recommendations** – Go over any modifications that could be made to improve the design, suggest changes to the actual project itself, or bring up any issues that may be of importance to someone else examining the same project in the future.
- **Group Statement** – A discussion on team dynamics, work distribution, reflections on learning etc
- **References – Bibliography, works cited, websites visited, etc.**
- **Appendices** – Include information and data that was either too bulky or not sufficiently relevant to be included in the body of the report. Raw data and extensive background information should be included here. Be sure to reference the appendix where appropriate in the report.