



## Assignment 1

### Submission date:

The same due date of your lecture report.

### The report should contain the following:

- 1- Title page.
- 2- Table of Contents (headlines and subheads).
- 3- List of Figures and List of Tables if your report contains images or tables.
- 4- A list of References: At least 3 references. (Use Endnote program to organize and format your references and follow APA style format).

### Note:

- Any late submissions are not accepted.
- The report should be **well organized** using Times New Roman, size 12 and 1.5 line spacing.
- The report should be at least three pages.
- The report should be handed as a hard copy in the lab.
- Make sure to type your full name, ID number, and the instructor name on the page title.

Guidelines to help you in writing a professional report:

- <http://www.makeuseof.com/tag/writing-professional-reports-documents/#chapter-3>
- <http://www.gcflernfree.org/word2013/18>
- <http://www.gcflernfree.org/word2013/11>