

Production Engineering Laboratory

BY

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Report Structure

1. Cover page

- i. Number and title of the experiment
- ii. Your name
- iii. Date of the experiment
- iv. Logo

2. Introduction

- i. Purpose of the experiment
- ii. Background and theory relating to the experiment

Report Structure

3. Material, instruments and methods
4. Experimental procedure
5. Results
 - i. Raw data
 - ii. Important results in verbal form
 - iii. Calculations
6. Discussion
 - i. Compare expected results with actual results
 - ii. Analyze experimental errors.
 - iii. Explain how the method could be improved.
 - iv. Explain the results in terms of the purpose.
 - v. Relate the results to those of other (similar experiments)

Report Structure

7. Conclusion

- One or two sentences that summarize definitive conclusion from the results.
- Should related directly to the main objective/s
- Should justifies itself based on the results
 - The actual results would be compared to the expected results.

8. References/ appendices

- If outside sources have been cited (references listed)
- If there is a significant amount of extra data or calculation (appendix)

General Tips

1. Be concise* (brief)
2. Write in the third person
3. Use correct verb tense
 - Use past tense for the experimental procedure
 - Use the present tense for the equipment and theory

* Concise: Giving a lot of information clearly and in a few words; brief but comprehensive.

General Tips

4. Be prepared for the lab
5. Take good lab notes
6. Do not copy the laboratory manual
7. Write about what really happened
8. Use peer-reviewed sources for research
9. Cite your sources