

Assignment for the “Engineering Visions” Summer School

Assignment report: **4000 – 6000 words** in length

(i.e. word count for Introduction – Body – Conclusions/Recommendations, excluding all information before and after)

Title page

This should contain:

- the report title which should clearly indicate the purpose of the report
- the date and, possibly, the version of the report
- details of the group members
- NO page number (this is understood as page i)

Preface

GENERALLY OPTIONAL

If used, this should contain:

the terms of reference, e.g. a brief explanation of

- who will read the report (audience)
- why it was written (purpose)
- how it was written (methods)
- the scope of the report.

In a short report, you should write this as a single paragraph. If not used, you should include the terms of reference in the Introduction.

You should use lowercase Roman numerals for page numbering (beginning with ii after the Title Page) for all the parts before your Introduction.

In the case of the “Engineering Visions” Summer School, you have been asked to present an assessment of the make-up of your team and your ensuing teamwork based on the Disc Personality Test. We recommend you refer to the Summer School context in a Preface and mention the test as part of the preparation for teamwork. You can then refer readers to your actual assessment in an Appendix (see below).

Abstract

This is a summary of the whole report. You should include one sentence (or so) for every main section of your report.

For example, you can include:

- the context of the research
- the purpose of the report
- the major findings (you may need several sentences here)
- the conclusions
- the main recommendations

You will need to write the abstract after you have written the report.

Acknowledgements

OPTIONAL

You can acknowledge any help with the report...

Table of Contents

This is where you list the sections of the report and page numbers.

Depending on the complexity and length of the report, you could list tables and figures separately.

List of Tables

OPTIONAL

See Table of Contents. You must remember to refer to any tables in your written text.

List of Figures

OPTIONAL

See Table of Contents. You must remember to refer to any figures in your written text.

Abbreviations and/or glossary

OPTIONAL

You should provide an alphabetical list of the abbreviations you have used in the report, especially if they may not be familiar to all readers of the report.

If you have used many technical terms, you should also provide a glossary (an alphabetical list of the terms, with brief explanations of their meanings).

You can place a short list of abbreviations and/or a glossary in this position at the beginning of the report. If your list(s) are longer, they will be better at the end of your report.

Introduction

This should include:

- enough background information to provide a context for the report.
- the purpose of the report (in this case the problem given in your assignment).
- clarification of any key terms.
- the scope of the report (i.e. what the report will cover).

This is the beginning of the actual report. The pages should be numbered using Arabic numerals beginning with number 1.

Body

You should divide this into sections with appropriate headings, which will depend on the purpose of the report.

For example:

A report of primary research (based on your own observations and experiments) will include:

- Literature review (what other people have written about this topic), leading towards your research question.
- Method (summarises what you did and why). You should use the past tense.
- Findings or results (describes what you discovered, observed, etc. in your observations and experiments). You should use the past tense.
- Discussion (discusses and explains your findings and relates them to previous research). You should use the present tense to make generalisations.

A report of secondary research (based on reading only) will include:

- Information organised under appropriate topics with sub-headings. It is unlikely that your report will discuss each source separately. You need to synthesise material from different sources under topic headings.
- Analysis/discussion of the sources you are reporting.

Conclusion

This sums up the main points of the report. The conclusion should clearly relate to the objectives of your report (see Introduction). You should not include new information in your conclusion section.

Recommendations

OPTIONAL

You may write a separate section or include recommendations in your Conclusion, as and if appropriate. These are suggestions for future action and must follow on logically from the body of your report.

References

You should use Harvard referencing for this report.

Appendices

An appendix contains material which is too detailed, technical, or complex to include in the body of the report (for example, specifications, a questionnaire, or a long complex table of figures), but which is referred to in the report. Each appendix should contain different material and be numbered clearly.

In this case, you should include your Disc Personality Test assessment as an Appendix.