

# **LAGOS CITY POLYTECHNIC**

## **LECTURE NOTE**

**COURSE TITLE:** TECHNICAL REPORT WRITING

**COURSE CODE:** EEC 114, **FOR:** ND 1

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# CHAPTER 1

## INTRODUCTION TO REPORT WRITING

### DEFINITION OF TECHNICAL REPORT

- (i) A technical report is a **formal report** designed to convey technical information in a clear and easily accessible format. It is divided into sections which allow different readers to access different levels of information. This course explains the commonly accepted format for a technical report; explains the purposes of the individual sections; and gives hints on how to go about drafting and refining a report in order to produce an accurate, professional document.
- (ii) Technical report is the process, progress or results of technical or scientific research.
- (iii) It includes in-depth experimental details, data and results

A **simple report** is a report that is not based on (ii) and (iii) above, e.g. visitation to a church/school program, non-technical training etc.

In Engineering, one of the major forms of communication is the technical report. This is the conventional format for reporting the results of your research, investigations, and design projects. At university, reports are read by lecturers and tutors in order to assess your mastery of the subjects and your ability to apply your knowledge to a practical task. In the workplace, they will be read by managers, clients, and the construction engineers responsible for building from your designs. The ability to produce a **clear, concise, and professionally presented** report is therefore a skill you will need to develop in order to succeed both at university (higher institution of learning) and in your future career.

While reports vary in the type of information they present (for example, original research, the results of an investigative study, or the solution to a design problem), all share similar features and are based on a similar structure.

One of the main forms of communication in engineering is the technical report. In the workplace, the report is a practical working document written by engineers for clients, managers, and other engineers.

This means **every report has a purpose** beyond the simple presentation of information. Some common purposes are:

- To convince the reader of something. For example:
  - to convince a government agency of the effect of a particular course of action

- to convince a client that your solution will fulfill their needs
- to convince the public that a proposed project will bring benefits
- To persuade the reader to do something. For example:
  - to persuade a government or council to adopt a particular course of action
  - to persuade a client to choose one design over another
  - to persuade an organisation to partner with your company on a project
- To inform the reader about something (usually for a further purpose). For example:
  - to provide a government department with information they will base policy on
  - to instruct other engineers who will work from your plans
  - to present the outcomes of a project to stakeholders

When planning an assignment report, your **first step is to clarify its purpose**; that is, what you want it to achieve.

While reports vary in purpose and in the type of information they present (e.g. site visits, environmental impact or assessments, industrial projects, investigative studies, or design projects), all are based on a similar structure and follow similar presentation conventions.

| <b>Reports are designed for:</b>  | <b>so they use:</b>  |
|---|--|
| <ul style="list-style-type: none"> <li>• selective reading</li> </ul>                           | <ul style="list-style-type: none"> <li>• sections with numbered headings and subheadings</li> </ul>  |
| <ul style="list-style-type: none"> <li>• quick and easy communication of information</li> </ul> | <ul style="list-style-type: none"> <li>• figures and tables</li> <li>• bullet-point lists</li> </ul> |

A **technical report** is meant to convey a specific message or to perform a particular function, rather than to 'teach' the reader about the topic. Many student reports are written as if to inform the reader about what the student knows, rather than to persuade the reader that the solution presented is valid and viable.

Technical reports are usually produced to report on a specific research need. They can serve as a report of accountability to the organization funding the research. They provides access to the information before it is published elsewhere.

## **TYPES OF REPORT**

### **1. Formal or Informal Reports:**

Formal reports are carefully structured; they stress objectivity and organization, contain much detail, and are written in a style that tends to eliminate such elements as personal pronouns. Informal reports are usually short messages with natural, casual use of language. The internal memorandum can generally be described as an informal report.

### **2. Short or Long Reports:**

This is a confusing classification. A one-page memorandum is obviously short, and a twenty page report is clearly long. But where is the dividing line? Bear in mind that as a report becomes longer (or what you determine as long), it takes on more characteristics of formal reports.

### **3. Informational or Analytical Reports:**

Informational reports (annual reports, monthly financial reports, and reports on personnel absenteeism) carry objective information from one area of an organization to another. Analytical reports (scientific research, feasibility reports, and real-estate appraisals) present attempts to solve problems.

### **4. Proposal Report:**

The **proposal** is a variation of problem-solving reports. A **proposal** is a document prepared to describe how one's organization can meet the needs of another. Most governmental agencies advertise their needs by issuing "requests for proposal" or RFPs. The RFP specifies a need and potential suppliers prepare proposal reports telling how they can meet that need.

### **5. Vertical or Lateral Reports:**

This classification refers to the direction a report travels. Reports that move upward or downward, the hierarchy are referred to as vertical reports; such reports contribute to management control. Lateral reports, on the other hand, assist in coordination in the organization. A report traveling between units of the same organization level (production and finance departments) is lateral.

### **6. Internal or External Reports:**

Internal reports travel within the organization. External reports, such as annual reports of companies, are prepared for distribution outside the organization.

## **7. Periodic Reports:**

Periodic reports are issued on regularly scheduled dates. They are generally upward directed and serve management control. Preprinted forms and computer-generated data contribute to uniformity of periodic reports.

## **8. Functional Reports:**

This classification includes accounting reports, marketing reports, financial reports, and a variety of other reports that take their designation from the ultimate use of the report. Almost all reports could be included in most of these categories. And a single report could be included in several classifications.

These report categories are in common use and provide a nomenclature for the study (and use) of reports. Reports are also classified on the basis of their format. As you read the classification structure described below, bear in mind that it overlaps with the classification pattern described above

## **CHARACTERISTICS OF A GOOD REPORT**

### **1. Suitable Title**

A suitable title has to be provided to each report according to the nature of contents. It should also highlight upon its origin and the person for whom it is being prepared.

### **2. Simplicity:**

The language shall be as simple as possible so that a report is easily understandable. Jargons and technical words should be avoided. Even in a technical report there shall be restricted use of technical terms if it has to be presented to laymen.

### **3. Clarity:**

The language shall be lucid and straight, clearly expressing what is intended to be expressed. For that the report has to be written in correct form and following correct steps.

### **4. Brevity:**

A report shall not be unnecessarily long so that the patience of the reader is not lost and there is no confusion of ideas. But, at the same time, a report must be complete. A report is not an essay.

## **5. Positivity:**

As far as possible, positive statements should be made instead of negative ones. For example, it is better to say what should be done and not what should not be done.

## **6. Punctuation:**

Punctuations have to be carefully and correctly used otherwise the meaning of sentences may be misunderstood or misrepresented.

## **7. Approach:**

There are two types of approaches: (a) Person—When a report is written based on personal enquiry or observations, the approach shall be personal and the sentences shall be in the first person and in direct speech, (b) Impersonal—When a report is prepared as a source of information and when it is merely factual (e.g. a report on a meeting), the approach shall be impersonal and the sentences shall be in the third person and in indirect speech.

## **8. Readability:**

The keynote of a report is readability. The style of presentation and the diction (use of words) shall be such that the readers find it attractive and he is compelled to read the report from the beginning to the end.' Then only a report serves its purpose. A report on the same subject matter can be written differently for different classes of readers.

## **9. Accuracy:**

A report shall be accurate when facts are stated in it. It shall not be biased with personal feelings of the writer.

## **10. Logical Sequence:**

The points in a report shall be arranged with a logical sequence, step by step and not in a haphazard manner. A planning is necessary before a report is prepared.

## **10. Proper Form:**

A report must be in the proper form. Sometimes there are statutory forms to follow.

## 11. Presentation:

A report needs an attractive presentation. It depends on the quality of typing or printing as well as quality of paper used. Big companies make very attractive and colourful Annual Reports.

## 12- Consistency

A report **should be prepared for many years from the same type of information and statistical data**. If so, there is a possibility of preparing a report in consistency. It is possible if same accounting principles and concepts are used for collecting, classifying, tabulating and presenting the information. The usage of report is increased through consistency.

## 13. Routine Details

Every report **should contain the routine details** like the period of time of preparing report, the period covered in the report, date of presentation of report, the units of information, the name of the person preparing and presenting it, names of persons to whom it is being submitted. etc.

## 14. Timeliness

A report **should be prepared and presented within the stipulated time**. If a report is received late, there is no meaning of preparing such report and no use for management. If the report is presented in time, necessary actions may be taken.

Obviously financial data are more valuable when the events are fresh in the minds of users. The element of time elapsing between the events and the report determines to a large extent, the value of financial reports. Timeliness is generally more important than a high degree of accuracy in the figures.

## 15. Up to Date

A **report should contain latest information**. Even though, excessive information cannot be included in the report. It means that report should be kept up to date which are necessitated by the changing conditions

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## ASSIGNMENT 1

1. State two definitions of technical report
2. Differentiate between a technical report and a simple report

3. Discuss “Report is not an essay”

### **QUIZ 1**

1. What do you understand by “a proposal”?
2. Write a report on your experience at the excursion to a TV/Radio broadcasting station (MITV)
3. Why is a technical report a formal report?

## CHAPTER 2

### METHODS OF REPORTING DIFFERENT SECTIONS OF PROJECT REPORT

#### Good Form and Content

The following points are to be considered while drafting a report.

- A report is **prepared in well classified paragraph** with suitable heading and sub-heading if possible.
- The **title of the report explains the purpose** for which the report is prepared and the period covered by the report. For example: Report of the Performance of Sales Representatives of January 2011.
- The title also enables to point out the persons who need the report.
- If statistical figures are to be given only significant figures given in the body of the report and other **detailed figures should be given in appendix**.
- The reports **should contain facts and not opinions**. The opinions are given if necessary.
- The report **must contain the date of its preparation and date of submission**.
- Sometimes a report is prepared on the basis of request made by the management. If so, the **report should bear the reference number** of such request or letter.
- A report is prepared to satisfy only one purpose. **Separate reports be prepared for different subjects**.
- The contents of the **report should be in a logical sequence**.

#### STRUCTURE OF A TECHNICAL REPORT

A technical report should **at least** contain the following sections;

| Section          | Details   |
|------------------|---|
| Title page       | Must include the title of the report. Reports for assessment, where the word length has been specified, will often also require the summary word count and the main text word count |
| Acknowledgements | List of people who helped you research or prepare the report, including your proofreaders   |
| Abstract         | Is the brief height into the details of a report  |
| Summary          | A summary of the whole report including important features, results and conclusions   |
| Contents         | Numbers and lists all section and subsection headings with page   |

|   |   |
|---|---|
|   | numbers   |
| Introduction                                      | States the objectives of the report and comments on the way the topic of the report is to be treated. Leads straight into the report itself. Must not be a copy of the introduction in a lab handout. |
| The sections which make up the body of the report | Divided into numbered and headed sections. These sections separate the different main ideas in a logical order  |
| Conclusions                                       | A short, logical summing up of the theme(s) developed in the main text  |
| References  | Details of published sources of material referred to or quoted in the text (including any lecture notes and URL addresses of any websites used.   |
| Bibliography                                      | Other published sources of material, including websites, not referred to in the text but useful for background or further reading.  |
| Appendices (if appropriate)                       | Any further material which is essential for full understanding of your report (e.g. large scale diagrams, computer code, raw data, specifications) but not required by a casual reader                |

## Presentation

For technical reports required as part of an assessment, the following presentation guidelines are recommended;

|              |  |
|--------------|--|
| Script       | The report must be printed single sided on white A4 paper. Hand written or dot-matrix printed reports are not acceptable.                                  |
| Margins      | All four margins must be at least 2.54 cm  |
| Page numbers | Do not number the title, summary or contents pages. Number all other pages consecutively starting at 1   |
| Binding      | A single staple in the top left corner or 3 staples spaced down the left hand margin. For longer reports (e.g. year 3 project report) binders may be used. |

## How to Write a Technical Report

Engineers, scientists, and medical professionals need to be good writers too—and technical reports prove it! A good technical report presents data and analysis on a specified topic in a clear, highly-organized, and effective manner. Before you begin writing, define your message and audience, and make an outline. Then, write the main body of the report and surround it with the other necessary sections, according to your chosen layout.

- Planning Your Report
- Establish the message you want to convey through the report
- Define your audience before you begin writing
- Create an outline to follow while you write. Technical
- Create a thorough but focused introduction to the report.
- Provide background information and/or a literature review in the next section.
- Follow up with a clear and detailed project description. In this section, you basically tell your reader what it is you actually did to tackle the problem or issue at hand. Tell them what type of testing or analysis you did, using what methods and equipment, and any other relevant details.
  - If, for instance, your report is focused on a particular experiment, be specific on the way it was conceived, set up, and conducted.
  - This is sometimes called a “methods” section, since you are describing the methods used to conduct your research
- **Present your data and describe what it all means in the next sections**
- **Round out the report with a conclusion that bookends your introduction**

**Check for specific guidelines with your institution, employer, etc.** While there is a fair amount of standardization when it comes to organizing technical reports, the particular layout can vary somewhat by discipline or other factors. The following layout, for instance, is a fairly standard guide one that might be used in your particular case:

- Title Page
- Abstract
- Executive Summary
- Table of Contents
- List of Figures / List of Tables
- Main Report: Introduction; Background / Literature Review; Project Description; Data / Description of Data; Conclusion
- Acknowledgements
- References
- Appendices

**Provide a condensed overview of the report in the abstract.** The goal of a technical report abstract is to boil down the essentials of the report into about 300 words. You need to provide a very quick rundown of what the report covers and any conclusions or recommendations you make in it.

- Write the abstract after you’ve written the actual report. You want it to be a condensed description of what you have written, not of what you intend to write.
- Check to see if there is a specific word limit for your abstract. Even if there isn’t, 300 words is a good word limit to aim for

**Create an executive summary that condenses the report by about 90%.** Executive summaries get their name due to the fact that they're targeted toward high-ranking executives who presumably won't have time to read the whole report. The executive report should be longer and more detailed than the abstract, but still be only about 10% of the length of the main report.

- **The executive summary** should focus on your findings, conclusions, and/or recommendations, and allow the report itself to present the data—although highlights of the data should be provided.
  - Depending on your situation, you may need to write an **abstract**, an executive summary, or both.
  - **Draw up a table of contents, list of tables, and list of figures.** The table of contents should break down the entire report section-by-section, so readers can quickly get a feel for the entire report and find any particular section. Technical reports are data-driven and invariably have many tables and figures, so provide lists of each that quickly identify them and let readers know where to locate them
  - **Follow the main body of the report with an acknowledgments section.** While acknowledgements sections in books or other types of research papers often thank friends and family, in technical reports they typically focus on mentioning those who directly helped facilitate the creation of the report
  - **Use appendices to provide useful but not essential information.** If, for instance, you have a great deal of raw data that isn't in itself essential to the report, but which is enlightening nevertheless, include it in one or more appendices. Never put anything you consider essential to the report in an appendix—find a place for it in the main body of the work.<sup>[8]</sup>
  - Use a **consistent**, easy-to-navigate format when creating appendices. They aren't meant to be dumping grounds for random snippets of data or information
- 

## ASSIGNMENT 2

1. Why is it necessary to follow the structure in writing a technical report
2. If you carried out a laboratory project of the design and construction of a 24Volts power supply. Write a technical report on your experience

## QUIZ 2

1. Differentiate between abstract and introduction
2. What do you understand by executive summary
3. Get one of the daily newspapers, state at least 10 types of reports included on the newspaper (the name and date of the newspaper must be stated for evidence)

## CHAPTER 3

### STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

**Student Industrial Work Experience Scheme** is a skill training program which bridges between theory and practical works of engineering, agriculture and other courses offered in Nigerian higher institutions of learning.

The Students Industrial Work Experience Scheme (SIWES) is a new Directorate under the Vice-Chancellor's Office. It was established on 20th April, 2012

The Students Industrial Work Experience Scheme (SIWES) is a skills training programme designed to expose and prepare students of universities and other tertiary institutions for the Industrial Work situation they are likely to meet after graduation. It is also a planned and structured programme based on stated and specific career objectives which are geared towards developing the occupational competencies of participants (Mafe, 2009). Consequently, the SIWES programme is a compulsory graduation requirement for all Nigerian university students offering certain courses.

The industry exposure enhances your work life through added enthusiasm and commitment; provides a lifelong learning experience; is an opportunity to engage with the profession to which they aspire in a realistic work environment; appreciate and understand the practical application of your academic program; work with professional mentors and to begin to build networks within their profession.

The Students Industrial Work Experience Scheme (SIWES), is the accepted training programme, which is part of the approved Minimum Academic Standard in the various degree programmes for all Nigerian Universities. The scheme is aimed at bridging the existing gap between theory and practice of Sciences, Agriculture, Medical Sciences (including Nursing), Engineering and Technology, Management, and Information and Communication Technology and other professional educational programmes in the Nigerian tertiary institutions. It is aimed at exposing students to machines and equipment, professional work methods and ways of safeguarding the work areas and workers in industries, offices, laboratories, hospitals and other organizations.

Prior to establishing the Scheme, industrialists and other employers of labour felt concerned that graduates of Nigeria Universities were deficient in practical background studies preparatory for employment in Industries and other organizations. The employers thus concluded that the

theoretical education being received in our higher institutions was not responsive to the needs of the employers of labour. Consequently, the rationale for initiating and designing the scheme by the Industrial Training Funds ITF, in 1973.

The scheme is a **tripartite** programme involving the **students**, the **higher institutions** and the **employers** of labour. It is funded by the Federal Government and jointly coordinated by the Industrial Training Fund (ITF) and the National Universities Commission (NUC).

It is an opportunity for the students to get experience and skills based on the course they are studying in schools, e.g. having opportunities to know how to operate some machines and also work with professional experience.

***” I hear and I forget. I see and I remember. I do and I understand. ”*** ...this phrase comes into reality as well as the one below:

**”Confidence comes from discipline and training”**

### **SUMMARY OF THE BENEFITS OF SIWES TO STUDENTS**

1. It helps the students to assume responsibilities
2. To gain knowledge and attitudes necessary for successful program
3. To acquire good work habits
4. To learn how to get along with fellow workers and employers
5. For developing personality and poise
6. To earn necessary funds
7. For realizing the connections between on-the job production and wages
8. To discover the relationship between education and job success
9. To explore the fields on which they feel their career interest
10. To provide students with an opportunity to apply their theoretical knowledge in real work situation thereby bridging the gap between theory and practice.
11. To allow the transition phase from school to the world of working environment easier and facilitate students’ contact for later job placements;
12. To prepare students for the work situation they are likely to meet after graduation;
13. To expose the students to work methods and techniques in handling equipment and machinery that may not be available in their universities;

## **ORGANISATIONS INVOLVED IN THE MANAGEMENT OF SIWES PROGRAMME AND THEIR ROLES**

The Federal Government, the Industrial Training Fund (ITF), the Supervising Agency, National Universities Commission, NUC, Employers of labour and Institutions have specific roles to play in the management of SIWES. The roles are:

### **1. The Federal Government**

- I. To provide adequate funds to the ITF through the Federal Ministry of Industry for the scheme;
- II. To make it mandatory for all ministries, companies and parastatals to offer places to students in accordance with the provisions of Decree No. 47 of 1971 as amended in 1990;
- III. . Formulate policies to guide the running of the scheme nationally.

### **2. The Industrial Training Fund (ITF). This agency is to:**

- I. Formulate policies and guidelines on SIWES for distribution to all the SIWES participating bodies;
- II. Provide logistic material needed to administer the scheme;
- III. Organise orientation programmes for students prior to attachment;
- IV. Provide information on companies for attachment and assist in industrial placement of students;
- V. Supervise students on Industrial attachment;
- VI. Accept and process Master and Placement lists from institutions and supervising agencies;
- VII. Vet and process students' logbooks and ITF Form 8.

### **3. The Supervisory Agencies (NUC, NABTEB, etc)**

The NUC is to:

- I. To ensure the establishment and accreditation of SIWES unit/Directorate in institutions under their jurisdiction;
- II. To vet and approve Master and Placement lists of students from participating institution and forward same to ITF;
- III. Fund SIWES Directorate adequately in participating institutions;

- IV. To direct for the appointment of full-time SIWES Coordinator/Director;
- V. Review programmes qualified from SIWES regularly;
- VI. Participate in the Biennial SIWES conferences and seminars in conjunction with ITF.

**DURATION OF ATTACHMENT FOR SIWESS FUNDING:** this is normally between three months and one year depending on higher institutions of learning and the levels of the students

## **INDUSTRIAL TRAINING FUND**

The **Industrial Training Fund** (ITF) was Established in 1971 in Accordance with Constitution Of The Federal Republic Of Nigeria. **Industrial Training Fund** has operated consistently within the context of its enabling laws Decree 47 of 1971 as Amended in the 2011 ITF ACT. The objective for which the **Fund** was established has been pursued vigorously and efficaciously.

It is established to utilize contributions to the fund, to promote and encourage the acquisition of skills in the industry and commerce.

### **FUNCTIONS OF ITF**

- 1. To promote the acquisition of skills
- 2. To improve the economy through the skills that are being acquired
- 3. To encourage the acquisition of skills
- 4. To reduce the rate of unemployment
- 5. To be the leading skills training organization in Nigeria, and one of the best in the world.
- 6. To be the leading human capital development ...

## **ASSIGNMENT 3**

- 1. State and explain five benefits each of SIWES to the students, employer and the government
- 2. Explain why ITF was founded

## **QUIZ 3**

- 1. SIWES is the accepted training programme for students, explain why?
- 2. Explain the roles of the federal government and NUC in managing SIWES

## CHAPTER 4

### WRITING OF SIWES LOGBOOK REPORT

#### INTRODUCTION

The report of the Industrial Training/SIWES is an essential part of the programme. The programme is, therefore, not deemed to have been passed through by the student, by the School Board of Studies and the University of Senate until a satisfactory report has been written. The guidelines for writing the reports are therefore set out below and the student should write the report stressing what he/she did during his/her attachment.

A **log book** is book for recording daily activities carried out by students/workers during the training, projects or events. It will include experience learnt, drawings if possible, graphs etc.

July 23/7/18 ————— 28/7/18

**DAILY RECORD OF ACTIVITIES**

siwesbeginner.com WEEK ENDING.....14

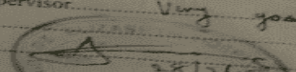
| DAY/DATE         | NATURE OF ACTIVITIES THAT MAKE UP JOE   |
|------------------|---|
| MON.<br>23/7/18  | I was introduced to Oral Glucose Tolerance Test for Diabetics. I learnt about specific individuals who need the test - FBS is firstly done after about 2hrs - the patient takes 75g oral glucose and another fast is being done using the blood sample. |
| TUE.<br>24/7/18  | I conducted pcv and Hb/A1C Test on a male patient using his blood sample and saw.<br>Results: PCV = 38%<br>Hb = Negative  |
| WED.<br>25/7/18  | I carefully observed as my lab supervisor used the glucometer in performing a Random Blood Sugar Test on a female patient using her blood sample.<br>Result: 128mg/dl   |
| THUR.<br>26/7/18 | Using the glucometer, I conducted Random Blood Sugar Test on a male patient and also using his blood sample.<br>Result: 135mg/dl  |
| FRI.<br>27/7/18  | I carefully observed as my lab supervisor conducted Oral Glucose Tolerance Test (OGTT) on a female patient using the glucometer and her blood sample.<br>Results: FBS = 66mg/dl, After glucose = 77mg/dl  |
| SAT.<br>28/7/18  | I helped in the cleaning and arrangement of the Laboratory and pharmacy store.  |

Project/Job for the Week: Oral Glucose Tolerance Test (OGTT) and Random Blood Sugar Test

Section/Department Attached: Laboratory Section

Comment by Student: I learnt, understand and also conduct RBS Test on patients.

Certified by Industry based Supervisor: Very good

Signature, Stamp & Date:  28/7/18

**Figure 4.1** A sample of the logbook

WEEK 2

| DAY/DATE  | NATURE OF ACTIVITIES THAT MAKE UP JOB   |
|-----------|---|
| MONDAY    | Shown and taught the use, mode of operation and maintenance of laboratory equipments such as: centrifuge, autoclave, pipette etc.   |
| TUESDAY   | Shown and taught the use and maintenance of laboratory equipments such as: micro-haematocrit centrifuge, rocking tile, PCV table/reader, binocular microscope, incubator etc. |
| WEDNESDAY | Given brief overview of the various laboratory samples such as: blood, urine, stool, semen and its collection, use.   |
| THURSDAY  | Learnt about the human blood, its constituents, functions, composition, colour/appearance.  |
| FRIDAY    | Careful observation of the collection of patient's blood samples by the lab. supervisor for malaria parasite ( <i>falciparum</i> ) tests.                                     |

PROJECT/JOB OF THE WEEK: Laboratory Equipments & Lab. Samples Collection

SECTION/DEPARTMENT ATTACHED: Laboratory Section

COMMENT BY STUDENT: Very much educative and interactive

siwesbeginner.com

**Figure 4.2** A sample of the logbook

## **RECOMMENDED OUTLINE FOR WRITING TECHNICAL REPORT ON TRAINING**

Apart from the daily report of activities written on the logbook, student may be asked to write a technical report at the end of their SIWES programme

The plan of the report is the student's own responsibility. To streamline all reports, the following outline is to be followed by every students:

- (a) Title
- (b) Name of Student (Surname first)
- (c) Matriculation Number
- (d) Course and Year (e.g. Bus. Edu. 3)
- (e) Location & Firm of Training
- (f) Summary or Abstracts of report (about  $\frac{3}{4}$  - 1 page) it should containing all the essentials inside the report)
- (g) Acknowledgement

### **Introduction**

Here, the student should state what he/she is going to write about. He should briefly outline the organizational structure for the company.

### **Main Body of the Report**

This is the most important part of the report and the student must show own innovations. The plan and order sequence should include mainly:

- (a) The skills and practices the student required
- (b) The operation and maintenance training received
- (c) The specific work done must be given adequate coverage
- (d) Any design, calculations, and analysis must be carefully, but briefly recorded.
- (e) Supervision and any leadership role played in a given project or assignment (if any) must be briefly reported so as to leave no one in doubt as to student's actual involvement.
- (f) Sketches, diagrams, graphs and drawings (if any) must all have titles and designated as Fig. 1, 2 etc. and each must be referred to at least once in the report.
- (g) Experimental test, together with the tables of results must also be given adequate coverage. Each table should be given a title in a sequential order as: Table 1,2,3,4,5,6 etc. with related titles, and must be referred to at least once in the text.

## Conclusion

Here, the student should state again what he has achieved, contributed and learnt during this attachment.

## Acknowledgements

All those who have in any way helped the student to the success of his training may be noted in this section.

## References

A list of references may be necessary. It should be listed in the order the references are referred to in the report and also listed alphabetically.

## Appendices (if any)

Detailed description of working principles of most apparatus, equipment or devices may be reserved for the appendix section. Only in exceptional cases when the apparatus is the main focus of training should detailed description form part of the main report.

## PROPOSAL WRITING

### Proposal Report:

The **proposal** is a variation of problem-solving reports. A **proposal** is a document prepared to describe how one's organization can meet the needs of another. Most governmental agencies advertise their needs by issuing "requests for proposal" or RFPs. The RFP specifies a need and potential suppliers prepare proposal reports telling how they can meet that need.

### NOTE:

- **technical proposal:** which is normally prepared by a company to convince another company or institution of its technical capability to offer a specific service or perform a specific task. It is usually expensive

- *technical brief* in which a new idea is presented in sufficient depth to enable the recipient (the contractor or consultant) to assess its practicability and cost.
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#### **ASSIGNMENT 4**

1. What do you understand by logbook?
2. Sketch a sample of the front page and a page inside a logbook and write daily activities of what a student would have learnt if posted to a TV broadcasting station
3. Write a technical report using the approved structure on “ the positive and negative impact of COVID-19 pandemic in Nigeria”

#### **QUIZ 4**

1. Write a proposal to the registrar of LCP on a request be awarded a contract on electrical installation of her office in addition to the procurement, installation and configuration of new laptop for the registrar
2. Differentiate between a report and a proposal