

Table 1 shows an outline of a typical engineering report. The purpose for the report is to document all your work and to tell the intended reader how you approached your design project and why you made certain decisions. Documenting the reasoning behind your decisions is especially important: you or someone else might need to address similar problems in the future.

TABLE 1 AN OUTLINE OF A TYPICAL ENGINEERING REPORT

Abstract	Concise summary of the essential points in report: purpose or problem, method, results, conclusions, recommendations
Introduction	Background, problem or need, purpose of report, overview.
Methodology	Engineering Design, Construction, operation.
Results	Results of the engineering. Compare with expected results.
Conclusions	Interpret the results; what does it all mean?
Recommendations	Based on engineering so far, where to go next?
Bibliography	A list of all sources acknowledged in your citations

Requirements of the Engineering Design Report

1. **Typing.** Avoid printers with fancy print. Type on one side of the paper only. Absolutely No white out or hand-correction of errors.
2. **Paper.** Use only white, A4 paper.
3. **Spacing.** The report must be double-spaced throughout.
4. **Page numbers.** Number all pages consecutively throughout the manuscript in the upper right-hand corner, one half inch from the top.
5. **Margins.** Except for page numbers, leave one-inch margins at the top, bottom, and right-hand side of the text. Leave a one and one-half margin on the left side for binding purposes.
6. **Drawings.** Must be computer-generated or hand-drafted using special templates. No photocopies from books, magazines or technical articles.
7. **Table of contents.** Must be included. Most word-processors automatically produce a table of contents.
8. **List of figures.** Must be included.
9. **Title page .** Start 2.0" from top. Type King Fahd University of Petroleum and Minerals, Double space and then type Electrical Engineering Department. Space down 6 DS and Type the title ALL IN CAPITAL LETTERS. Then space down 4 DS and Type your names, each on a line with one DS in between, capitalizing the first letters only. Space down 2 DS and Type "Supervised by Dr. X. Advisor". Then space down 2 DS and type the date: June , 1997.
10. **Binding.** The paper is to be securely bound at the left with an appropriate binding.