

Template of Report Writing

Heaven's Light is Our Guide



Rajshahi University of Engineering & Technology

Course Code

Course Title

Student's Name:

Student's ID:

Name of Industry Supervisor:

Name of the Company:

Content Template

CHAPTER 1: INTRODUCTION

- 1.1 INTRODUCTION
- 1.2 OBJECTIVE
- 1.3 THE OBJECTIVE OF INDUSTRIAL TRAINING REPORT
- 1.4 THE IMPORTANCE OF INDUSTRIAL TRAINING

Content Template (Contd.)

CHAPTER 2: COMPANY INFORMATION

- 2.1 COMPANY BACKGROUND
- 2.3 REASON SELECTING THE COMPANY
- 2.4 PRODUCTS/SERVICES
- 2.5 VISION, MISSION AND TAGLINE
- 2.6 ORGANIZATION CHART

Content Template (Contd.)

CHAPTER 3: INTERNSHIP DESCRIPTION

- 3.1 ROLE
- 3.2 SCOPE OF ACTIVITIES AND TECHNICAL REPORT

Content Template (Contd.)

CHAPTER 4: PRODUCTION AND OPERATION

- 4.1 DEPARTMENT AND TASK

CHAPTER 5: DISCUSSION AND RECOMMENDATION

- 5.1 OVERVIEW OF INTERNSHIP EXPERIENCE
- 5.2 ONGOING CONSIDERATION

Content Template (Contd.)

CHAPTER 6: SCOPE OF MECHATRONICS ENGINEERING

6.1 Scope in Production and Operation

6.2 Scope in Storage and Supply Chain

CHAPTER 7: GENERAL DISCUSSION

7.1 Health and Safety

7.2 Research and Development

Content Template (Contd.)

CHAPTER 8: CONCLUSION

APPENDIX

REFERENCE

Formatting of the report

Font size: 12

Font type: Times New Roman.

Line spacing: Double.

Paragraph: To be indented after the first paragraph;

Page margin: Left -1.25 in.; Right, Top and Bottom - 1 in. each.

Page number: To be at the bottom-mid (or at the top-right) of the page, (1, 2,..).

Preliminary Pages

- (i) Title Page
- (ii) Approval Certificate
- (iii) Declaration page
- (iv) Acknowledgement
- (v) Abstract
- (vi) Table of Contents
- (vii) List of Tables
- (viii) List of Figures
- (ix) List of Appendixes
- (x) Acronyms

Appendix

Appendix-1: Organogram of the department where internship was carried out

Appendix-2: Pictures of various company products, formal group pictures during the visit etc.

Thank You