



## **FORMAL REPORT WRITING GUIDELINES for CO-OP**

These are *approximately* how your **Final Report** sections should be arranged:

Cover Page: **Title** Choose a suitable title to appear on the front cover page.

- (i) **Acknowledgements.** Write a few carefully chosen “thank you’s” on a separate page. Mention **ONLY** people who helped you at your Coop Company and the College in general for giving you the opportunity to participate. The Dean, your examiner, etc do not require thanks or anyone else who is just doing his normal job!
  - (ii) **Abstract or Summary.** This should be a complete paraphrase of the *whole report* (approximately  $\frac{1}{2}$  page single space or 1 page double space). It is one of the first things to be read but it must be prepared **LAST**.  
“This report covers . . . It explains about . . . . .” etc.
  - (iii) **Table of contents.** *and list of figures (optional).* Make sure that if you use automatic page numbering these tables are correct at the final printing.
  - (iv) **Company Profile.** a short summary of the company’s activities can be put here but keep copied and pasted information to a *minimum!*
    1. **Aims/Objectives.** What you hope to achieve and learn during your training. Write these as short direct sentences in *future tense*. Each sentence can start with the word “To . . . .”
    2. **Introduction.** This should “lead” the reader smoothly into the detailed technical material in the next section. Present a written “background picture” of the situation you are in. In other words, name your department and your function. Continue with more general detail about your type of work and summarise some of the jobs you will talk about in the body.
- 3 etc. My Work During Coop** - Can be broken into more sections 3, 4, 5 etc. or sub-sections 3.1, 3.2, 3.3 etc.) This should be about what you have *actually been doing* and the things you have *actually been working on*. It should be written in *past tense*.
- (4) **Conclusions.** *These should go hand-in-hand with Aims/Objectives* except you should change them to *past perfect tense*. Sum up what you have learnt and the skills you have gained. State whether the aims you have already written down were achieved or not. (They should have been unless you had an accident or you were absent from your training!)
  - (5) **References.** List every source of material that you used in the preparation of your report and any other information like company manuals, troubleshooting aids, web sites, etc.
  - (6) **Appendices.** Any other documents, (forms, charts etc.) information (e.g. specifications) or company literature that was related to your *actual* work.

Michael Beecher.  
HBCC, December 2006.