Arial | 24 | A

B *I* U ▾ abc x₂ x²

Font

Title of Report in Initial Capital Letters: Arial (24 points, Boldface) and No More Than Three Lines

The picture on the future should have some relevance to the subject of the report.

ELC205 Report Writing Style Guide

Your Name

ID No. XXXXX   Section No. XX

Prepared For: Teacher's Name

Semester 391

Arial | 14 | A A Aa ▾

B *I* U ▾ abc x₂ x² A ▾ A ▾
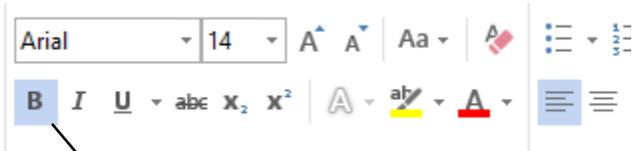
ABSTRACT
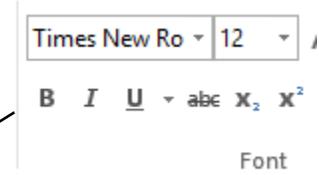
Here you present a one- or two-paragraph summary of the report. This summary should stand alone (no reference to figures or tables in the text) and present the most important results of the work. Replace all writing in blue with your own writing. The line spacing for this paragraph is to be single-spaced, which is common in professional reports. Do not indent the first paragraph, but if there is a second, it should be indented.

This is a different system of numbering because we usually write this part after the rest of the report has been done. We use Roman numbering. So the pages go:

i, ii, iii, iv, v, vi, vii, viii, x and so on.
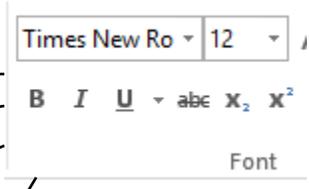
Arial | 14 | A⁺ A⁻ | Aa ▾ | 📖 ≡ ▾ ≡

B *I* U ▾ abc x₂ x² | A ▾ 🖊 ▾ **A** ▾ | ≡ ≡

TABLE OF CONTENTS

Times New Ro ▾ | 12 ▾

B *I* U ▾ abc x₂ x²

Font

1. INTRODUCTION

Headings are 14 points, flush left, and boldfaced. Use capitals. A good typeface for the heading is Arial, because it holds bold facing well. To preserve hierarchy, allot three line skips before the heading and two line skips after. In the "Introduction," make sure that you orient the audience with sufficient background to understand what the problem is and why the problem was addressed. In this format, you formally reference the problem memo. Also in the "Introduction," be sure to state what the topic includes and any limitations about the topic.

Indent all paragraphs (but not the first one). Also, you may place 3 points between paragraphs, but do not place more - that would upset the special hierarchy of the headings and subheadings. In addition, make sure that you use the paragraph of the "Introduction" to map the report. This mapping serves as a transition to the report's middle.

2. SECOND MAJOR HEADING
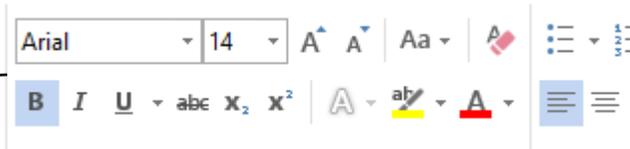
Headings are 14 points, flush left, and boldfaced. Use capitals. A good typeface for the heading is Arial, because it holds bold facing well. To preserve hierarchy, allot three line skips before the heading and two line skips after. At least one paragraph should follow a heading before a subheading exists. The typeface given here for the text portion of this report is Times New Roman.

2.1 First Subheading

Subheadings should be 12 points and boldfaced. Insert two line skips before the sub-subheading and one line skip after. Use initial capitals. Note that subheadings are typically listed in the Table of Contents. Be conservative with subheadings in a report. A report is often an argument and, as such, requires series of uninterrupted paragraphs to state assertions and present evidence for those assertions. For the length of report that you have, avoid sub-subheadings, because they are often unnecessary. Rather than having sub-subheadings, which would be a third-level, have your paragraphs show the arrangement of your ideas.

2.2 Second Subheading

If you have one sub-subheading, you must have a second. Otherwise, the first sub-subheading has nothing to be parallel with. Do not allow a heading or subheading to stand as a widow line at the bottom of a page. If the situation occurs, force a line break before the heading or subheading.

3. THIRD HEADING

Headings are 14 points, flush left, and boldfaced. Use capitals. A good typeface for the heading is Arial, because it holds bold facing well. To preserve hierarchy, allot three line skips before the heading and two line skips after. At least one paragraph should follow a heading before a subheading exists.

Another formatting consideration concerns the incorporation of figures and tables. Note that the word *figure* is not abbreviated. A period is the powerful piece of punctuation - its primary use is to end sentences. Do not dilute its power by having it do menial tasks such as saving three letters from a word that is short to begin with. The following picture (*Figure 1.*) has been embedded in the text because I am talking about it now. The figure is below.

Figure 1. Concept drawing of the Planet Tattoine
http://www.starwarsmmolevelingguide.com/wp-content/gallery/tattoine/tatooine-concept02.jpg


The picture is clearly labeled and the reference to where the picture was found has also been added. The label is in 11 points and the reference is 8 points. It is also possible to put smaller pictures directly into the text, but this is more difficult as the picture title and reference still needs to be added. *Figure 2.* demonstrates how a smaller picture can be embedded in the text of a report. The title is in a *Text Box* below the picture. Bigger diagrams/pictures can go in the appendix. See Appendix 1.

Tables are presented in a different fashion. For instance, Table 1 presents an example. The heading for the table goes **above** and is 11 points. The Format of tables is presented on Pages 83/84 of your course book.

Figure 2. CGI of a Work Droid
https://www.cgstudio.com/imgd/l/9/5643b927ccff758c
198b4567/8080.jpg

FOURTH MAJOR HEADING   **Do not do this.   Put the heading on the next page.**

4. FOURTH MAJOR HEADING

Headings are 14 points, flush left, and boldfaced. Use capitals. A good typeface for the heading is Arial, because it holds bold facing well. To preserve hierarchy, allot three line skips before the heading and two line skips after. At least one paragraph should follow a heading before a subheading exists. The typeface given here for the text portion of this report is Times New Roman (on a Macintosh, Times would a comparable choice) and is written in 12 points. Book Antiqua would also be a professional choice, especially for the single column format of a thesis. On a Macintosh, comparable typefaces to Book Antiqua are New Century Schoolbook and Palatino. In industry, the typical line spacing for a report is single spacing.

Returning to the idea of Tables, the following table shows what a correctly formatted table should look like:

TABLE 1.

FORMAT FOR TABLES

Heading 1.	Heading 2.	Heading 3.
A	123.1	654.3
B	234.2	543.2
C	345.3	432.1
D	456.4	321.9
E	567.5	219.8

Source: Howtodrawtables.co.uk

5. CONCLUSIONS

This section summarizes the document and provides closure. The difference between this summary and the summary that you write on the title page is that the abstract in the "Conclusion" is for someone who has read the report. Some often used phrases in conclusions are: *This report has examined X. This report has presented data/ information/ statistics / figures etc. concerning Y. This report has tried to explain why Z. This report has compared A and B. This report has found that C. This report has also discovered that E.*
The key findings of this report are that AA, BB and CC.

In the conclusion, a good idea is to use your last sentence to emphasize an important detail or result in the report. *After studying this style guide, it is hoped that every student will be able to produce a report that meets the requirements of the English Language Institute.*

6. APPENDIX A:
Title of Appendix A
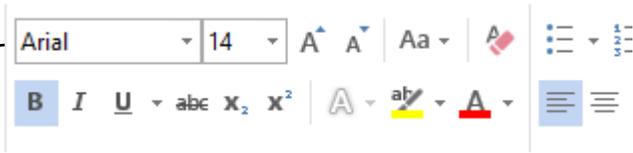
Titles of appendices are 14 points, flush left, and boldfaced. Use initial capitals for the title. A good typeface for the heading is Arial, because it holds bold facing well. To preserve hierarchy, allot three line skips before the heading and two line skips after. Illustrations in this appendix are labeled Figure A-1, Figure A-2, Table A-1, Table A-2, and so forth. Note that each appendix begins on a new page. Also note that each appendix should be introduced somewhere in the text portion of the report. The following blueprint is much too big for the body of the report. For it to be made readable, it has had to be turned from Landscape to Portrait.
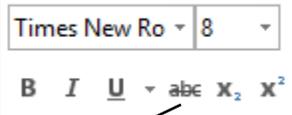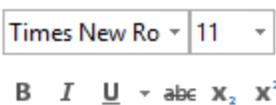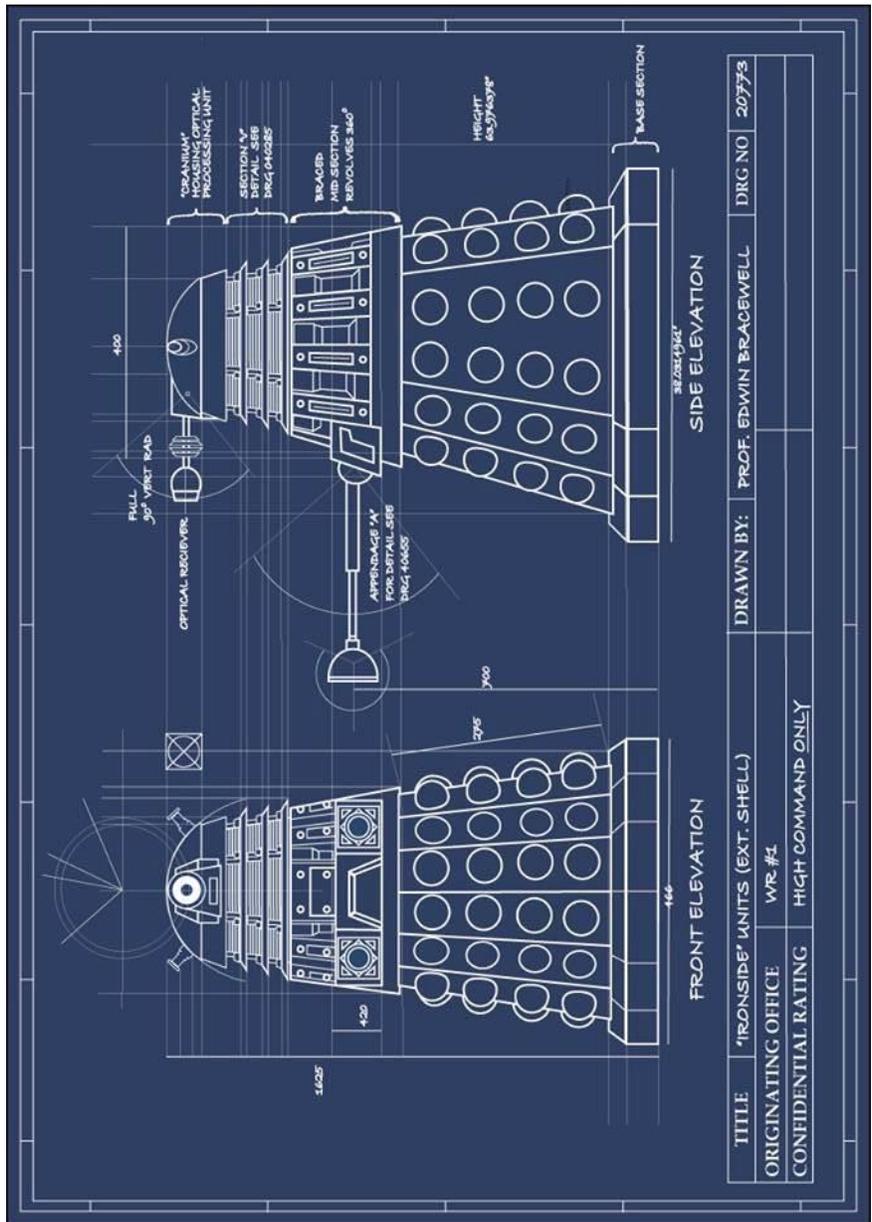
Figure A-1. A blueprint too large to be included in the body

https://www.facebook.com/photo.php?fbid=10152220448966650&set=pb.689201649.-2207520000.1537947519.&type=3&theater

7. REFERENCES

When you copy someone else's words, you need to say where you found them. If you don't do this, this is called plagiarism and according to one writer "plagiarism is an act of fraud" [1]. You have taken someone else's work and are pretending it is yours. If you just quote one line, or some important data, you can put it directly in your text. However, after the quote you will see a number in square brackets [ ]. This will go into the REFERENCES section as your source.

If you are going to use a longer quote, that is also not a problem but it MUST be referenced with the number in the square brackets. You will also need to indent it on both sides.

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism. [2]

When the quote is finished we carry on writing the text in the normal way. It is important to remember that this report is supposed to be YOUR work. Using quotes to back up YOUR ideas is fine, but your report must not be a collection of copy/pasted words that you have taken from the internet.

On the actual REFERENCES page you will need to give the numbers in square brackets, followed by where the information comes from (in this case the full internet link) and the date you read it on the internet.

7. REFERENCES

[1]   https://www.plagiarism.org/article/what-is-plagiarism   10/1/2018 The date when you read the article on the internet.

[2]   https://www.plagiarism.org/article/what-is-plagiarism   10/1/2018
It is the same as [1] so we can also write the word Ibid. instead of the full link. It's faster. So it might look like this:

or

[2]   Ibid. However, if your next quote came from a different page on the same website, you will need to give the FULL link in your reference (as in [3] below).

[3]   https://www.plagiarism.org/article/plagiarism-facts-and-stats   09/28/2018

5

8. BIBLIOGRAPHY

You will need to cite at least **5** sources for your work. You can write down every book, magazine, or website that you looked at to get information for your report. They are listed here alphabetically. For books we need to give a number of items: the **name of the author(s), the name of the book, the company that published it,** and **the year of publication.** So we get:

Senekal, Jan & Ostrowski, Mark   **ELC205 Writing for Work**   Jubail Industrial College, 2007

You will also notice that the name of the book is **bold** and <u>underlined</u>. Different companies, and other universities and colleges may have their own way of doing this, but this is the one in the course book.   So, in your BIBLIOGRAPHY section you will give:

Books (Remember – the family name goes first)

Billingsley, Jean **<u>So What?: Effective Writing for Engineers</u>** CreateSpace Publishing, 2017

Douglas, Ian Writing **<u>Reports That Get Results: Using Language's Power to Persuade</u>**
        CreateSpace Publishing, 2017

Reid, Michelle **<u>Report Writing (Pocket Study Skills)</u>** Palgrave Macmillan, 2012

Riordan, Daniel **<u>Technical Report Writing Today</u>** Wadsworth Publishing, 2013

Senekal, Jan & Ostrowski, Mark   **<u>ELC205 Writing for Work</u>**   Jubail Industrial College, 2007

Internet (All you need here is just the Homepage presented in alphabetical order)

http://www.bbc.co.uk/

https://encyclopedia2.thefreedictionary.com/

https://getlorem.com/

https://www.plagiarism.org/   This was used in our references, but it still needs to go here!

https://www.skillsyouneed.com/write/report-writing.html

<u>https://www.wikipedia.org/</u>   This is still blue! Remember to remove the Hyperlink. Right click and press <u>R</u>emove Hyperlink. The text will go black and the underline will disappear.

This page is the last page in the report. Following this page is the back cover.