Higher College of Technology
Department of Engineering

Motivation Session

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MIEEE, MIEEE PES, MIEEE YP

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Higher College of Technology
Department of Engineering

How to Write a Final Year Project Report
(Standard / Professional Format)

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Introduction

- What is a report?

- Writing Report Techniques are Important, Why?

- Engineer Should Write a Professional Report, Why?
Objectives

i. Showing the student how to write a professional/standard report.

ii. Studying the common Techniques used for writing reports.

ii. How writing report techniques can be used by HCT students (FYP).

iii. Giving the student the ability to read and understand the professional papers and journals.
Report Structure

Front Page (Title Page)

* College Name
* Department Name
* Section Name
* The Project Title
* Your Name
* Name of The Degree Achieved
* Supervisor Name
* Date of Submission
How to Write a Final Year Project Report (Standard / Professional Format)

Ahmed Said AlShahri

FYP Report
Project Report for the Degree of Bachelor in Electrical and Electronics Engineering

Supervisor: Dr. Ahmed AlShahri

Department of Engineering
Higher College of Technology
23rd October 2017
Report Structure Cont’d

- **Declaration**
  Following the title page, there must be a signed declaration by you that the report contains only your original work or fully acknowledged work by others.

- **Certificate**
  Showing that the student has submitted his report on time.
DECLARATION OF ORIGINALITY

I understand that all my project work must be my own unaided work. If I make use of material from any other sources I must clearly identify it as such in any interviews, reports, or examinations. I understand that my reports must be written unaided in my own words, apart from any quoted material which I must identify clearly in the correct manner.

I understand that the work which I shall present for assessment must be work carried out by myself only during the project period which has not been previously prepared. Where any such previous work is make use of in the project, I shall make this clear in any interviews, reports or examinations.

I understand that violation of these conditions may result in a mark of zero for the component or components of assessed work affected *

*Example of Declaration of Originality: https://www.bradford.ac.uk

Print Name: Ahmed Said AlShahri
ID No.: 12345
Degree and Course: Btech. in EEE
Signature: [Signature]
Date: 25th October 2017
Report Structure Cont’d

- **Abstract**
  - The report must include an abstract on a separate page, with keywords printed out at the bottom of the page.
  - The abstract should summarize the objectives of the work, the methods used, the outcomes and the conclusions reached.

- **Acknowledgement**
  - To acknowledge any help you have received in carrying out your project work.
Abstract - Instructions providing basic guidelines for preparing the final manuscript for a professional Paper. This document is itself an example of the desired layout for the final papers. The document contains information regarding structure and layout (type sizes, and type faces) of the paper. Style rules are provided that explain how to handle equations, units, figures, tables and references. The length of the manuscript is not limited, preferred number of pages are between 4 and 12.

Keywords: The keywords should reflect the concepts, topics and methods included in the contribution. Select at least 5 keywords.
ACKNOWLEDGEMENT

I would like to express my appreciation and thanks to my supervisor for his many helpful comments and suggestions, Dr. Ahmed AlShahri, the person who takes care of me during the entire project.

Last but not least, I wish to express my thanks to any person who helped me by any way (given advices, consultation,........etc.). Finally, I like to greatly thank the academic staff of the Engineering Department, the Higher College of Technology for their help.
Report Structure Cont’d

- **List of Figures**
  - *Figure Number*
  - *Description*
  - *Page Number*

- **List of Contents**
  - *Chapters Titles*
  - *Sections and Subsections Titles*
  - *Page Number*

- **List of Tables**
  - *Table Number*
  - *Description*
  - *Page Number*
List of Figures – Sample [1]

LIST OF FIGURES

Figure 1.1 Thesis research process ........................................ 32
Figure 1.2 Discontinuity in complexity, risk, and cost at each TRL ........................................ 39
Figure 1.3 Thesis roadmap ........................................ 44
Figure 3.1 Overview of the scientific method by Gauch ........................................ 74
Figure 4.1 The five flight-qualified SPHERES nano-satellites ........................................ 100
Figure 4.2 SPHERES operational concept ........................................ 101
Figure 4.3 SPHERES satellite ........................................ 103
Figure 4.4 SPHERES avionics overview ........................................ 105
Figure 4.5 SPHERES software layers ........................................ 109
Figure 4.6 SPHERES operations overview ........................................ 111
Figure 4.7 SPHERES nano-satellite structural design ........................................ 114
Figure 4.8 Iterative research process for SPHERES ........................................ 118
Figure 4.9 GSP iterative research loop ........................................ 121
Figure 4.10 MIT SSL on-site iterative research loop ........................................ 123
Figure 4.11 MIT SSL off-site iterative research loop ........................................ 124
Figure 4.12 ISS iterative research process ........................................ 127
Figure 4.13 SPHERES programs composition ........................................ 130
Figure 4.14 SPHERES satellites initialization ........................................ 134
Figure 4.15 Accelerometer and gyroscope measurements in micro gravity ........................................ 140
Figure 4.16 Global metrology system time-of-flight distance measurements ........................................ 142
Figure 4.17 Measuring the state vector with the layered metrology system ........................................ 143
Figure 4.18 Differential measurements between two satellites ........................................ 144
Figure 4.19 Sample real-time and post-test data telemetry algorithms ........................................ 146
Figure 4.20 High priority scheduling of system timing and controller interrupts ........................................ 152

[1] https://freelance-writing.org
List of Contents – Sample [2]

CONTENTS

TABLE OF CONTENTS .................................................... I
LIST OF FIGURES ....................................................... II
LIST OF TABLES ........................................................ III
APPENDIX ................................................................. IV

CHAPTER I  FIRST CHAPTER  ........................................ 1
  1.1 first section .................................................. 1
  1.2 second section ............................................... 1

CHAPTER II  SECOND CHAPTER ..................................... 2
  2.1 third section .................................................. 2
  2.2 fourth section ................................................. 2

List of Tables

Table 1.1. Mongolia’s position in East Asian and Pacific GDP growth projections................................................................. 14
Table 2.1. Examples of historical and modern names that reference metal............. 80
Table 2.2. Place-names that reference the material qualities of the subsoil............. 90
Table 3.1. Production of gold in Mongolia between 1910-1919................................. 114
Table 3.2. Five-year plans and extractive industry development goals during the socialist era........................................................ 123
Table 3.3. Major state interventions to regulate mining sector, 2006–2012............. 161
Table 4.1. Exploration and mining licenses in Bulgan soum, 1997–2003.................. 182
Table 4.2. Exploration and mining licenses in Bulgan, 2002–2017.......................... 182
Table 4.3. Population change in Tsogtsetsii, 1960–2013....................................... 182

Report Structure Cont’d

❖ Introduction

❖ Background

❖ Objectives

❖ Project Work

• Describes details of the work carried out and the methods of measurement and analysis of the data obtained.
<table>
<thead>
<tr>
<th>Results and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Presents all the major findings, the practical experimental calculations as well as the graphs to support the results.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ It should be the last main section of the report.</td>
</tr>
<tr>
<td>✓ It should discuss the results and summarise the technical conclusions to be drawn from the work.</td>
</tr>
</tbody>
</table>
Recommendations for further/ Future work

i. Inevitably there will always be further work.

ii. It could have been carried out to improve a project.

iii. To extend the ideas generated or techniques adopted.
References

- A numbered list of all the important references cited in the work should appear at the end of the report by using bracket number e.g. [1].

- It should be written by using the format recommended by standard organizations (IEEE, IEEE PES, IET, Cigre....)
Examples

A. Conference Paper


B. Journal or Magazine

C. Books


D. Electronic publication


Appendices

- Necessary to contain information which is essential to the report, but which would impede reading of the main text.

**Examples**

- Extensive tables of results.

- Lengthy mathematical derivations.
Report Style

A. Paper Size and Format

- The project report must be printed on A4 paper
- 12-point font size text.
- 1.5 space line text.
- Page margins: 30mm left, 20 mm right, 20 mm top and 20 mm bottom.
B. Equations

Equations should be placed on a separate line and numbered by bracket.

\[ I_x - I_o = -Y_o \left[ k_1 e^{\Gamma x} - k_2 e^{-\Gamma x} \right] \]  \hspace{1cm} (1)

\[ D_{i-p} = \sqrt[3]{D_{1-p} D_{2-p} D_{3-p}} \]  \hspace{1cm} (1.1)
C. Figures and Diagrams

✓ Each diagram and figure must be numbered sequentially and have a suitable title included below the diagram.

Figure 1. HVAC system layout
D. Graphs

- Graphs must be treated as figures in the numbering system. Axes should be labelled with quantity and units.

Figure 2. Maximum induced potentials vs. distances for different soil resistivities.
E. Tables

- Should be numbered in a separate series but should also have a title placed above.

**TABLE 1. DISTANCE VERSUS SOIL RESISTIVITY**

<table>
<thead>
<tr>
<th>Distance D (m)</th>
<th>$\rho=20 , \Omega \cdot m$</th>
<th>$\rho=50 , \Omega \cdot m$</th>
<th>$\rho=100 , \Omega \cdot m$</th>
<th>$\rho=150 , \Omega \cdot m$</th>
<th>$\rho=300 , \Omega \cdot m$</th>
<th>$\rho=500 , \Omega \cdot m$</th>
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</tbody>
</table>
Conclusion

1. Writing reports is an essential thing for engineers.

2. There are several techniques to write a professional report.

3. Students should use these techniques in their final year reports.
Many Thanks For your Listening and Attention

Questions ??
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