



Expectations and benefits of doing Industrial Local Training

The following are a partial list of expectations from summer training and benefits of doing summer training. It is important that students should be motivated about the summer training and know what is expected from it.

- Getting familiar with the work environment.
- Getting familiar with modern tools and systems.
- Participating in teamwork.
- Getting familiar with the project development cycle: requirement analysis, design, development, and test.
- Improving oral and written communication skills.
- Being able to apply the knowledge and skills gained in engineering curriculum to real-life issues and problems.
- Learning new subjects.
- Learning about contemporary issues.
- Understanding of the professional and ethical responsibilities of an engineer.
- Making contacts for future employment.

REPORT WRITING GUIDELINES

Style and formatting

Please strictly follow the formatting guidelines and be consistent throughout your document. Listed below are some style-related guidelines.

- Number each figure/table, add a meaningful caption to each figure/table, and refer to the figures/tables inside the text using their figure/table numbers.
- The student should use his/ her own language. Copying from books or manuals is not acceptable.
- List references (to papers, documents, manuals, web pages, etc.) at the end of your report (after the conclusion and before the appendix) in a separate section entitled References.
- Give citations to each of these references inside the text in a standard way.
- Spell-check your report.
- Number the pages.



- Bind your report.
- Read and edit your report several times before you submit it.
- Refer to the Web-posted document “Technical Writing Style” for more details.

Technical report writing format

It is important to use the following format:

Text font	New time roman
Text font size	12
Text spacing	2
Section font	Bold/ all capital
Section font size	12
Sub section font size	11
Page margins	11” from all sides

A sample of report forum is provided in a PDF file.