REPORT FORMAT

A report on the Co-op experience should be submitted (Soft copy) within one month of the completion of the training. The report must be original and produced using a word processor, spreadsheet, or any other software package. All Figures should be drawn using a computer-based graphics package, e.g., AutoCAD, with proper numbers and captions. Tables must be numbered and properly titled. The report must include all essential activities as indicated below.

1. Report Cover Page

The cover page should include the Title, Trainee's Name, College, Department and Major, training venue, and Date of submission.

2. Table of Contents

This section should include the contents of the report: Section, number, and pages.

3. Report Summary

This section should briefly summarize the overall experience and the major activities accomplished.

4. Tasks Accomplished

This section should include as many sections as deemed relevant to the work done. The following are examples of sections that may be included:

4.1 Task 1

4.1.1 Objectives

This section should state clearly the objectives of task 1.

4.1.2 Duration

Time spent on the task.

4.1.3 Description

This section should briefly summarize the task.

4.1.4 Outcome

This section discusses the outcome of the task as it relates to benefiting the employer in solving a problem and to the enhancements of the trainee's skills, attitude, or outlook.

4.2 Task 2

This section should state clearly the objectives of task 2.

4.2.1 Objectives

This section should state clearly the objectives of the task.

etc.

5. Conclusions and Recommendations

In this section, provide your concluding thoughts on the experience, tasks accomplished, and recommendations to the employer to improve the systems, services, or operations you worked on and to the University to improve the Co-op experience in the future.

6. References

List the books, websites, magazine articles, catalogs, etc. that were used to obtain information cited in the report.

7. Appendices

This section should include reference materials such as specifications, detailed drawings, photos, etc.

PRESENTATION TIPS

(This is a copy of an ASME publication)

The ideas you implemented in your project will enjoy acceptance by the public first from their quality and second by how well you present them. Uphold the standard of excellence of your project by preparing an interesting and informative presentation. You, the team, control the reaction of the audience. Maintain a favorable reaction by following the suggestions outlined below.

PREPARE A SUCCESSFUL PRESENTATION

Here are some pointers to help you prepare a concise and interesting presentation:

DO NOT Read Your Report!

The written word is for the eye, not the ear. Your audience wants to hear you talk, not listen to you read.

Make Notes

Use index cards. Use one card for each item. When you have followed the advice given below, organize your cards and number them clearly according to the order in which you will use them.

Secure the Attention of Your Audience

1. Make a statement of the purpose of your presentation. Confine it to one simple, declarative sentence. Example: "I want to tell you about a new design for a solar tracker which has resulted in considerable improvement in solar tracking."

2. State a compelling thing about your project. Make it sharp and short. Use a question if possible. Example: "Is it possible to generate enough solar energy to drive a personal transporter?" This will be your opening sentence. Join it to your statement of purpose with a connecting sentence or phrase. Example: "We have made an investigation and _____."

Divide Your Project into Main "Showcase" Ideas

1. State each showcase idea in a short sentence on its index card.
2. Arrange them in the most logical order for your listeners to grasp.
3. Add to each a series of keywords or phrases to remind you of what you need to tell your audience about each idea.

Use Connective Sentences and Phrases

The ear cannot check back nor jump ahead as can the eye. Therefore, you must remind your audience of what it has just heard and prepare it for what it is about to hear whenever you go from one idea to another. Example: "Now that you have a clear idea of the benefits of solar energy, it is time to look into the advantages of personal transporter."

Summarize

1. State your subordinate conclusions. Confine them to one sentence if possible, or to a small series of very short sentences. Example: "I think you will agree, then, that poor sealing is a result of self-induced growth of tiny initial leaks. In addition, you will agree that high-pressure steam sealing depends upon...

        a._____
        b._____
        c. _____

2. State your main conclusion. Confine it to one simple sentence. Example: "And I believe you will conclude with me, that better sealing can be obtained through the use of this new design for valve seals."

Time Your Talk

Rehearse your speech. Learn to handle your index cards naturally. If you are using slides, allow no more than one minute for any one slide. If you exceed your allotted time limit, cut down on your explanations. Continue to condense until you are within the limit. This will ensure adequate time in the session for discussion.

THINGS TO REMEMBER

- Learn from effective speakers by watching videos (e.g., Steve Jobs on U-Tube)
- Talk To Your Audience.
- Use Short, Simple Sentences.
- Speak Clearly and With Vitality.
- Repeat the essential concepts and ideas constantly
- Speak into the Microphone at All Times.
- Deliver your speech as if you are telling a story.