

A Template for the Undergraduate Project Report

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Abstract

The abstract is the first section of a report, coming after title and before the introduction. The abstract provides the reader with a brief preview of your study based on information from the other sections of the report. Abstract from almost all fields of study are written in a very similar way. Abstract are usually written to be as brief and concise as possible. In order to shorten an abstract, you can eliminate or combine much of the information. The reduced abstract typically focuses on only two or three elements, with the emphasis placed on the results of the study. Information concerning the purpose and method is presented first (background information is not included). Then the most important result are summarized. Finally, conclusions and recommendations may be included in one or two sentences.

I. INTRODUCTION

This document intends to serve as a template for the undergraduate project report. The following content is quoted from [1]. In this document, the format of a research report is introduced; we refer the readers to [1] for other details. In general, a technical report consists of five major sections: abstract, introduction, proposed scheme(s), results, and discussion. We now briefly describe what is contained in each section in the following sections respectively.

The Introduction section provides the orientation and the motivation for readers of the report, giving them the perspective they need to understand the detailed information coming in later sections. The introduction can be divided into five parts:

- 1) In the first part, the writers start with general statements that helps readers understand how the research fits into a wider field of study.
- 2) The second part supports the background information presented in the first part.

- 3) In the third part, the writers give literature review and sums up the review by pointing out a gap – that is, an important research area not investigated by other authors. Usually, this part is accomplished in only one or two sentences.
- 4) The fourth part serves to state as concisely as possible the specific objective(s) of your research report. This part, the statement of purpose, thus follows directly from the third part because it answers the need expressed in the third part for additional research in your area of study
- 5) In the fifth part, the last one, you justify your research on the basis of some possible value or benefit the work may have to other researchers in the field, or to people working in practical situations.

A. Division of Labor

Since your project is a group effort of all the group members, you must itemize the tasks each member performed and their accomplishments. It helps us distinguish the respective contributions of each member in your team. Note that, this part is mandatory in your report.

II. PROPOSED SCHEME

After the introduction, the second major section of a research report, often labeled “proposed scheme(s)”, “solution(s)”, or “method(s)”, describes the steps you followed in conducting your study and the materials you used at each step. This section is useful to readers who want to know how the methodology of your study may have influenced your result, or who are interested in replicating or extending your study. Therefore, you have to present details of each procedural steps used in your study, the setting of the equipment, and other materials employed at each step.

III. RESULTS

In this section, you present the findings of your study and briefly comment on them. The results are usually presented in both figures and in written text. Figures (graphs, tables, diagrams) presents the complete findings in numerical terms, while the accompanying text helps the reader to focus on the most important aspects of the results and to interpret them.

Sometimes, this section is called “performance evaluation/analysis”. This section generally shows the effectiveness/efficiency/correctness of the proposed scheme. It is also common that the writers compare their solution with existing approaches in this section.

IV. DISCUSSION/CONCLUSION

Conclusion is the last major section of the report, followed by the list of references. In this section, you step back and take a broad look at your findings and your study as a whole. As in the introduction, researchers use the discussion section to examine their work in the large context of their field.

Sometimes this section is called “conclusions” instead of “discussion.” This section moves the reader back from the specific information reported in the methods and the result section to a more general view of how the findings should be interpreted.

REFERENCES

- [1] Weissberg, R. and Buker, S. *Writing up research: experimental research report writing for students of English,* Englewood Cliffs: Prentice Hall Regents, 1990