

Report Template

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Abstract

Every report should have an abstract. The abstract summarizes the report using between 100 and 200 words. The purpose of an abstract is so that a reader can quickly get an idea of the main points. An engineer often writes the abstract last. This is because it is after the body of the report is written that the writer gains a good overview of the contents and results of the report. All reports submitted to me should follow the format shown in this template. Also, if you use this template for reports in your courses, you will be in good shape. However, be aware that CSU has a separate template for theses and dissertations.

1. Introduction

All reports should have an introduction. The purpose of the introduction is to introduce the problem. For instance, the background of this paper is that I received a lot of reports from students, and all of them were in different formats. It looks more professional if all the reports that I collect are in the same format. This is especially true if the reports are distributed to other people, or if they are put up on the Internet.

Another purpose of the introduction is to summarize the report. The introduction can be considered as an extended abstract, or the abstract can be considered as an abbreviated version of the introduction. The introduction should summarize the report sections. Section 2 of this report discusses section headings, and Section 3 discusses fonts. Section 4 discusses ... Finally, Section 8 contains some concluding remarks. Most reports will not have this many sections. A total of between four and six sections is more typical.

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