

# Tips for Industrial Training Report Writing

By

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# Outline of Presentation

- Introduction
- Report Layout
- Report Formatting
- Industrial Training Evaluation Scheme
- Conclusion

# Introduction

- The industrial training report is a documented report of the training and experience undergone by the student
- Students are advised to commence preliminary work on their reports even before training is completed
- Notes should be compiled on a day-to-day basis to permit later assembly and editing of materials
- Communication aids such as charts, flow-sheets, sketches, diagrams, photographs etc should be prepared and collected to illustrate the text and eliminate the need for long descriptions

# Introduction Contd.

- The rules given in this presentation must be strictly adhered to
- A deadline for report submission and times/dates for training assessments will be notified after the completion of training
- We shall make this guide available on the SIWES Unit's web page (<http://www.eksu.edu.ng/schools/siwes>)
- Only include the details of the work you actually did in your report. The report should be between 40-50 pages long including preface section, body, references, appendices etc

# Report Layout

- Cover Page
- Title Page
- Declaration
- Abstract
- Acknowledgements
- Table of Contents
- List Figures
- List of Tables
- Body of report
  - Background of Company/Organization
  - Summary of Duties
  - Working Experience
- Conclusion
- References
- Appendices

# Report Layout - Cover Page

- Font size 16 (bold) must be used for all texts on the cover page which must be printed on white A4 size white cardboard
- The Cover page contains the following in the given order:
  - Emblem of the University
  - Industrial Training Report
  - Student's Name
  - Matriculation Number
  - Date of Submission of Report
- [Example of a Cover Page](#)

# Report Layout - Title Page

- Font size 16 (bold) must be used for all texts on the title page
- The Title page contains the following in the given order:
  - Emblem of the University
  - Student's faculty
  - Student's Department
  - Industrial Training Report
  - Student's Name
  - Matriculation Number
  - Training Establishment
  - Training Period
  - Date of Submission of Report
- [Example of a Title Page](#)

# Report Layout - Declaration

- This page contains a declaration by the trainee thus:

*I sincerely declare that:*

- 1. I am the sole writer of this report*
- 2. The details of training and experience contained in this report describe my involvement as a trainee in the field of Student's Department*
- 3. The report is certain and correct to the best of my knowledge*

*Signature:*

*Name:*

*Matriculation Number:*

*Date:*



# Report Layout - Abstract

- The abstract must be brief i.e. between 150 – 250 words, and state what, where, by whom and for whom and what period the industrial training was done
- For example, company name, the departments specifically worked in, training period and the type of work and tasks given can be reflected on

# Report Layout - Acknowledgements

- This must be made for any special consideration shown by the employer or of individuals toward the student during the training period, or in compiling the report.

# Report Layout - Table of Contents

- This section of report should consist of:
  - Titles
  - Sub-titles
  - Page numbers

(For the entire report i.e. Preface section, body of report etc.)

# Report Layout –List of Figures and Tables

- If any diagrams, figures, tables, graphs, photographs are used in the report, such items should be appropriately numbered and captioned
- The lists should indicate the names and the corresponding page numbers
- Figures and Tables should be grouped separately. Graphs , diagrams and photographs are called figures
- Figures and Tables should be numbered according to Chapter
- Figures and Tables must be mentioned in the text

# Report Layout - Background of Company/Organization

- Brief and concise description of the company/organisation in which the student had the industrial training. The main items are:
  - History
  - Structural organization of main activity
  - Organizational structure and hierarchical levels
  - The training establishment's present performance, strengths, weaknesses, profitability, usefulness to the country in general and suggestions to improve its performance further

# Report Layout – Summary of Duties

- This section should be the brief description of the time, duration and types of duty carried out during the training.
- Information on production practices, administrative and office practices, financial procedures, safety procedures, management practices and operational techniques exposed to
- Information on plant, equipment and machinery encountered during training with details of capacity, type, performance etc.

# Report Layout – Working Experience

- In this section, the student must describe the experience gained according to titles considered appropriate. For example, the main items are
  - Projects carried out
  - Supervisory works
  - Problems encountered
  - Problems solved

# Report Layout - Conclusion

- Students should provide an overall discussion in this section and arrive at a conclusion with regard to the industrial training undergone. Subjects that may be presented are
  - types of experience gained
  - Problems
  - Views and recommendations
  - Overall assessment on whether expectations were met



# Report Layout - References

- All references cited in the text must be listed in this section.
- The full bibliographical details must be given for each reference

# Report Layout -Appendices

- These are additional information considered appropriate to support the main text
- Examples are technical drawings, charts, etc
- They must be mentioned in the text, properly captioned and paged

# Report Formatting

- Report must be word processed
- Recommended length – 40-50 pages
- Script and page format – A4 (210 mm x 297 mm) paper size. Times New roman font type, 12-point font size and line spacing of 1.5 mm
- Margins – 40 mm for left hand (to facilitate binding) and 25 mm for right hand, top and bottom.

# Report Formatting Contd.

- Printing should be single sided
- Pagination for preface section should be on bottom right hand side using Latin numbers i.e. I, II, III ... . Pages starting for Background to Appendices should be numbered using 1,2,3 ....
- Report should be spiral bound
- Three copies of report should produced and submitted

# Industrial Training Evaluation Scheme

- Attendance During ITF/EKSU Orientation Programme
- Log Book
- Performance Report (ITF Form 8)
- Presentation/Viva voce exam
- Industrial Training Report

# Conclusion

- While wishing you a successful industrial training period, please do not forget that
  - your duly signed **ASSUMPTION OF INDUSTRIAL TRAINING FORM** should reach the SIWES Unit within the first two weeks of assumptions by either of the following means:
    - Submit by hand to the SIWES Unit
    - Scan (file size not more than 100kb and in jpeg or pdf format) and email to [siwes@unad.edu.ng](mailto:siwes@unad.edu.ng) , while the hard copy should be send by registered mail to:

SIWES Unit

Ekiti State University, PMB 5363

Ado-Ekiti, Ekiti State

# Contact Details

- ITF
  - Websites
    - <http://www.itf-nigeria.com>
    - <http://www.siwesdata.org/contact-siwes.php>
- EKSU
  - Email: [siwes@unad.edu.ng](mailto:siwes@unad.edu.ng)
  - Phones:
    - 08036288485
    - 08059719393
  - Website: <http://www.eksu.edu.ng/schools/siwes>

**THANK YOU**