

Project Reports - Structure

• Abstract:

- Approx. 5 sentences.
- Key finding(s) of the report.

• Introduction:

- Problem of interest.
- Notation.
- Structure of the report.

• Work:

- Organized in sections/subsections (e.g. titles).
- Keep the essential material!
- Pictures with labels, titles, and easy-to-read fonts.
- Every figure (i.e. plot, table, etc.) should be accompanied by explanations and/or interpretations.
- Show derivations of key steps.
- **Make it self-contained!**
- Keep only significant digits.
- Use an active language (no "will").
- Use transitional words and academic hedging.

• Conclusion:

- Summarize the whole report.
- Emphasizes the key findings.

• References (if needed):

- include citations/references for pieces of work that are not yours.