**Report Format Guideline**

* **Size of report**: As required to present the results of all the tasks.
* **Report structure**: In general, a report should be composed of

1. Cover page
2. Table of Content
   1. Executive Summary (not necessary for short reports) or Abstract
   2. Main body
      * Introduction
      * Other sections as required
      * Conclusion
      * Reference
      * Appendix (when required)

* **Cover Page**: Use a professional looking format and design. Must include:
  1. Assignment number and title

1. Course code and title
   1. Professor’s name (as ‘Submitted to:’ or ‘Prepared for:’)
   2. Student name(s) (as ‘Submitted by’ or ‘Prepared by:’)
   3. Date of submission

* **Page number**: Except for the cover page, all pages should have page number at the bottom ofeach page.
* **Section number**: Organise contents of the report in logical sections. All the sections should benumbered (e.g. 1. Introduction, 2.3. Primary functions, etc.)
* **Text formatting**: The whole document should use consistent formatting with regards to font face,size and decoration, line spacing, indenting and so on.
* **Figure and Table**: All the figures and tables should have number and caption.
  1. For example: **Figure 1**: Block Diagram , or **Table 1**: List of Protocol Values.

1. For figures, number/caption should appear under the figure.

O For tables, place the number/caption above the tables.

* **Conclusion**: Most of the standard report will have a ‘Conclusion’ section. Conclude your report with closing remarks in this section, possibly highlighting major findings and future direction.
* **Reference**:
  1. Use a separate ‘Reference’ section, after ‘Conclusion’.
  2. List all consulted material in this section.
* **Appendix:**
  1. Place extra material that you think will be helpful in understand the report in more details in Appendix section which should be placed after Reference section.

Pages used in this section is not counted for report size.