INDUSTRIAL ATTACHMENT REPORT WRITING FORMAT

Report Chapters

Chapter One

- 1.0 Introduction
- 1.1 Objectives of attachment

Chapter Two

- 2.0 Company Profile
- 2.1 Physical address
- 2.2 Company History
- 2.3 Mission and Vision
- 2.4 Organizational Structure
- 2.5 Products and Services
- 2.6 Company Clients
- 2.7 Rules and Regulations

Chapter Three

- 3.0 Attachment Details
- 3.1 Work Experience
- 3.2 Relationship with the staff
- 3.3 Challenges and their Solutions
- 3.4 Advice to future interns

Chapter Four

- 4.0 Recommendations
- 4.1 Conclusions