

**University of Bahrain
College of Applied Studies
Technical Projects Committee**



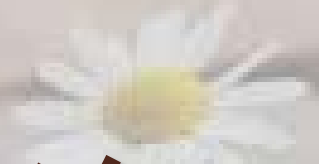
HOW TO WRITE A TECHNICAL PROJECT REPORT

**First Semester
2010-2011**

Prepared by: AbdulRahman Isam Al-Rawi
Revised by: Technical Projects Committee

ALWAYS
Trust Yourself

كن واثقاً
بنفسك دائماً



Important Notes

- ✓ The Technical Project mark distribution is as follows:
 - Practical Part: **50%**.
 - **Project's Report 30%.**
 - Project's Presentation **20%**.
- ✓ **This seminar is concerned with the 30% dedicated for the project's report:**

Important Notes

- ✓ Plan for your report (*project documentation*) as you plan for the practical part of the project.
- ✓ Project's Report worth **30%** of your final mark.



Important Notes

- ✓ Start writing your report early.
- ✓ Your report should not exceed **15 pages**.



Important Notes

- ✓ Consult your supervisor after writing each part of the report.
- ✓ Give your supervisor enough time to read and revise it.



Important Notes

- ✓ The submitted report should be bounded as **spiral** or as a **soft/hard cover**.
- ✓ Report bounded as stapled pages **is not accepted**.





COMPLETE
Your Work to
the End

أنجز عملك
حتى النهاية

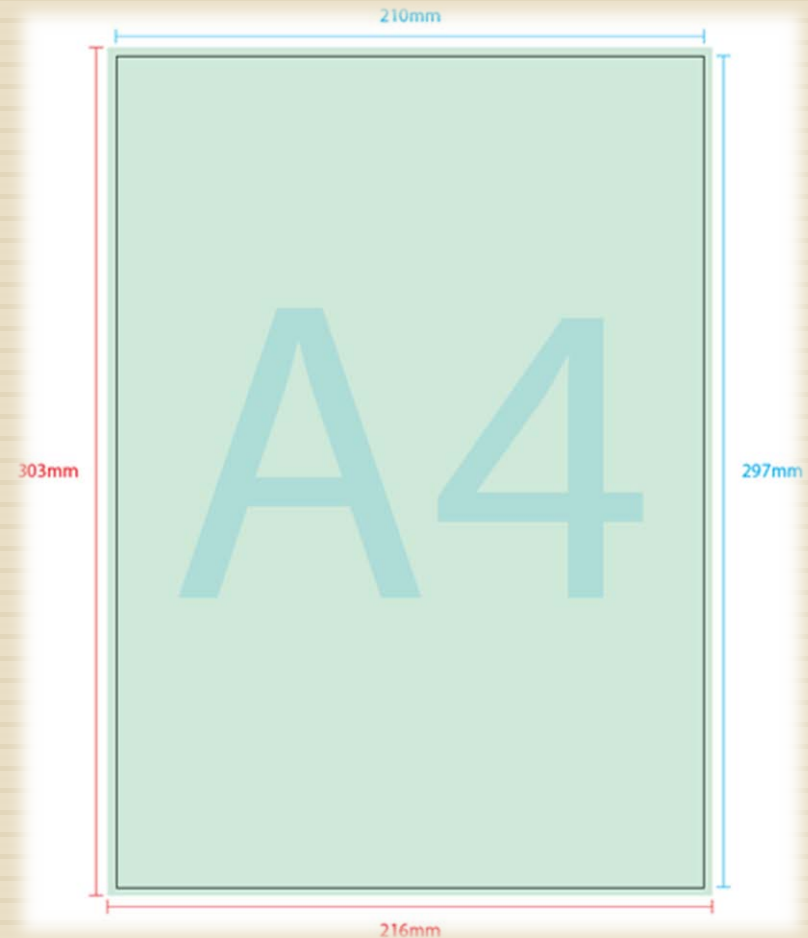
Report Submission deadline

- ✓ **Sunday, January 2, 2011** is the deadline for submitting your report. **You will be penalized by (-1) mark for each working day of delay.**
- ✓ Submit **four copies**, three to your supervisor, and one to the Technical Projects Committee.



Page Size and Margins

- ✓ Use **regular white A4** paper.
- ✓ Paper margins should be about:
 - Top: 2.54 cm
 - Bottom: 2.54 cm
 - **Left: 3.5 cm**
 - Right: 2.54 cm



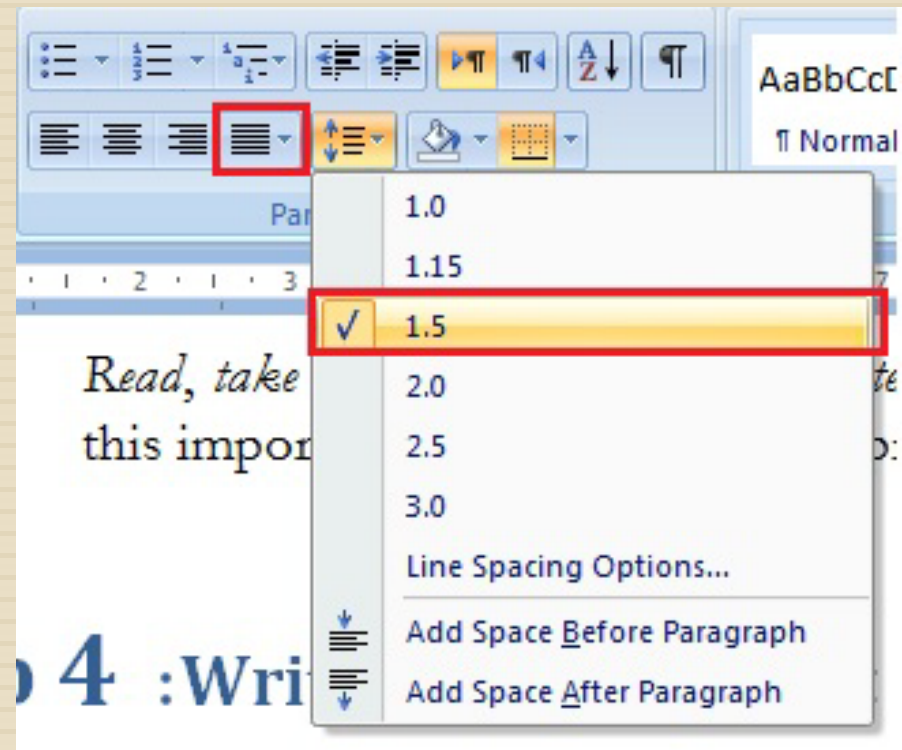
Page Numbering

- ✓ **Title page has no number.**
- ✓ **Numeric** page numbering begins with the first page of Chapter 1.

| Table of Contents | |
|------------------------------|-----|
| Approved proposal form | I |
| Acknowledgment | II |
| Abstract | III |
| Table of contents | IV |
| 1. Introduction | 1 |
| 1.1 topic one | 1 |
| 1.1.1 sub-topic one | 1 |

Paragraph Spacing and Justification

- ✓ All pages are single sided.
- ✓ Justify the paragraph.
- ✓ Text is **1.5-spaced**, except for long quotations.
- ✓ Skip a line between paragraphs.



Font Type and Formatting

- ✓ Use readable fonts.
- ✓ It is preferable to use **Serif** fonts for body text.
- ✓ Use font formats (**bold**, *italic*, or underline) only for a specific purpose.

Sans Serif

Sans Serif

Sans Serif

Serif

Serif

Serif

Font Size

- ✓ Font size for the body text should be 12-14, and 16-18 for the headings.
- ✓ Headings **MUST** be larger than sub-heading and body text.
- ✓ Sub-headings **MUST** be larger than body text.

Heading (title)

Sub-heading (sub-title)

Body text must be smaller than sub-headings and heading. Serif font is preferable for body text, while sans-serif is preferable for titles and sub-titles.



DON'T

Give in to Failure

لا تستسلم
أبداً للفشل

Contents of the Project's Report

1. Title page
2. Approved project proposal form
3. Acknowledgments
4. Abstract
5. Table of Contents
6. Chapter One: Introduction
7. Chapter Two: Theory Related to the Project

Contents of the Project's Report

8. Chapter Three: Description of the Project
9. Chapter Four: Results and Analysis **(optional)**
Except for Commercial Studies which is REQUIRED
10. Chapter Five: Conclusion and Recommendation
11. References
12. Appendices **(optional)**

Title Page

- ✓ All text on the title page is centered vertically and horizontally.
- ✓ The title page has NO number.
- ✓ The title page should include:
 1. University and College names.
 2. Project's title.
 3. Student(s) name(s) and ID(s).
 4. Supervisor name.
 5. Date of submission.

University of Bahrain
College of Applied Studies

**Adobe Photoshop CS5
New Features**

In Partial Fulfillment of the
Requirements for the Associate Diploma in
Multimedia Applications


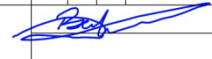

Prepared by
Helena Lorraine Azuela
20082507

Supervised by
AbdulRahman Isam Al-Rawi

January 2 , 2011

Approved project proposal form

- ✓ The proposal form must be signed by the students and their supervisor.

| UNIVERSITY OF BAHRAIN College of Applied Studies | |  جامعة البحرين كلية التعليم التطبيقي | |
|---|--|--|---|
| Technical Project's Proposal Form | | | |
| Please READ the Technical Project's Guidelines, Page 4 | | | |
| NAME(S) | BALQIS AHMED TAHER | ID NUMBER(S) | 2 0 0 7 1 2 4 8 |
| SUPERVISOR | Mr. AbdulRahman Al-Rawi | | |
| TITLE OF THE PROJECT | English for Kids | | |
| TARGETED AUDIENCE (Please be specific) | Kids between age 3-7 | | |
| PROJECT OBJECTIVES | 1. Teaching kids English alphabets (A-Z). 2. Teaching kids numbers (0-10). 3. Teaching Kids basic shapes including (Line, Circle, Triangle, Square). 4. Teaching Kids basic colors including (White, Black, Red, Green, Blue) . | | |
| BRIEF DESCRIPTION OF THE PROJECT | This project will teach Kids the basics of English language, it will be divided into four main sections, the first one will teach them the English alphabets, the second one will teach them the numbers, and the third and fourth sections will teach them shapes and colors. The kids will learn through images and audios, video clips will be added to help make the project more attractive. Director will be the main authoring program to develop this project, however, additional programs might be used such as Photoshop and Flash. | | |
| Important notes: 1. Technical Project students are required to submit a project proposal. 2. Proposal Form considers final and unchangeable. 3. Student must submit the proposal form based on the set deadline. 4. It is understood that the Technical Project Proposal is an original piece of work generated exclusively by the student. 5. Printed copy of this form must be kept and replaced as the first page of the research documentations for evaluation purposes. 6. Three copies of this form must be submitted to your supervisor. | | | |
| DATE | 12 / 10 / 2010 | SEM | 1 S.Y. 2010/2011 |
| STUDENT(S) SIGNATURE(S) |  | | SUPERVISOR'S SIGNATURE  |
| The last date for submitting this form is Sunday, October 10, 2010 | | | |

Acknowledgments

- ✓ Thank your supervisor and other individuals who have provided any assistance.



Abstract

- ✓ Write your abstract after the rest of the report is completed.
- ✓ It tells the reader **WHAT** you did, **WHY** you did it, **HOW** you did it, **WHAT** you found, and **WHAT** it means.
- ✓ Write only what is essential briefly, using no more words than necessary to convey meaning.

Table of Contents

- ✓ It lists the main topics and subtopics of your report as well as the corresponding page number for each.
- ✓ Items in the table of contents should be ordered by page number.
- ✓ **It is the last page that you will do.**

| Table of Contents | |
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| 1. Introduction | 1 |
| 1.1 topic one | 1 |
| 1.1.1 sub-topic one | 1 |
| 1.1.2 sub-topic two | 2 |
| 2. Theory Related to the Project | 3 |
| 2.1 topic one | 3 |
| 2.2 topic two | 5 |
| 3. Description of the Project | 6 |
| 3.1 topic one | 6 |
| 3.2 topic two | 7 |
| 3.2.1 sub-topic one | 7 |
| 3.2.2 sub-topic two | 8 |
| 3.2.3 sub-topic Three | 8 |
| 3.3 topic three | 10 |
| 4. Results and Analysis | 11 |
| 4.1 topic 1 | 11 |
| 5. Conclusions and Recommendations | 12 |
| 5.1 Conclusions | 13 |
| 5.2 Recommendations | 14 |
| References | 16 |
| Appendix A: Screen Shots | 17 |
| Appendix B: Pseudo code | 19 |

→ Optional



COMPLETE
One Task
at a Time

قم بعمل واحد
في وقت واحد

Chapter 1: Introduction

- ✓ Start with a couple of sentences that introduce your topic to your reader.
- ✓ Provide a clear summary of the project's background, relevance and main contributions.
- ✓ Concentrate on the big issues, and **avoid** the temptation to list low level objectives one after another.

Chapter 2:

Theory Related to the Project

- ✓ Write any related existing published work (**research papers, articles, text books, technical manuals, or even existing software or hardware**) which you read at the start of the project when your approach and methods were being considered.



Chapter 2:

Theory Related to the Project

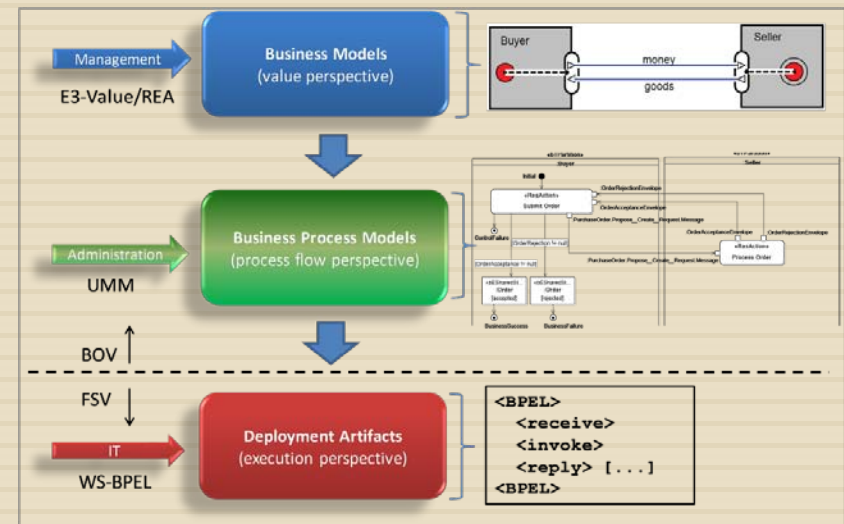
- ✓ You must acknowledge the sources of your inspiration.
- ✓ **DO NOT Copy and Paste without citation.!**
- ✓ Provide at least three different references from various sources.



Chapter 3:

Description of the Project

- ✓ Identify your project and explain its significance.
- ✓ Discuss in detail the methods used to develop your project.
- ✓ Apply the theories related to your project into practice



Chapter 4: Results and Analysis

- ✓ Answer the question “What did you find?” and “What do these findings mean?”.
- ✓ You should evaluate the strengths and weaknesses of what you have done.



Chapter 4: Results and Analysis

- ✓ You should evaluate what you have done both in absolute terms and in comparison with existing techniques, software, hardware, etc.



Chapter 4: Results and Analysis

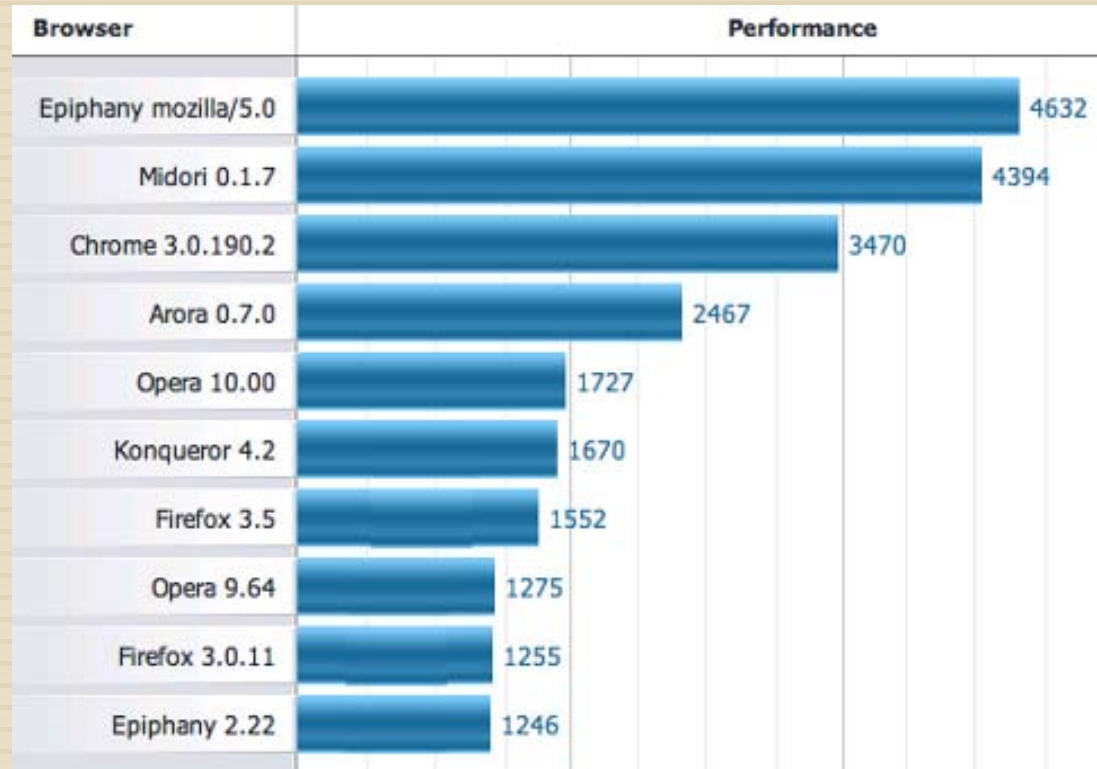
- ✓ **Avoid** statements like "**The project has been a complete success and we have solved all the problems associated with it**", It is important to understand that there is no such thing as a perfect project.



Chapter 5:

Conclusions and Recommendations

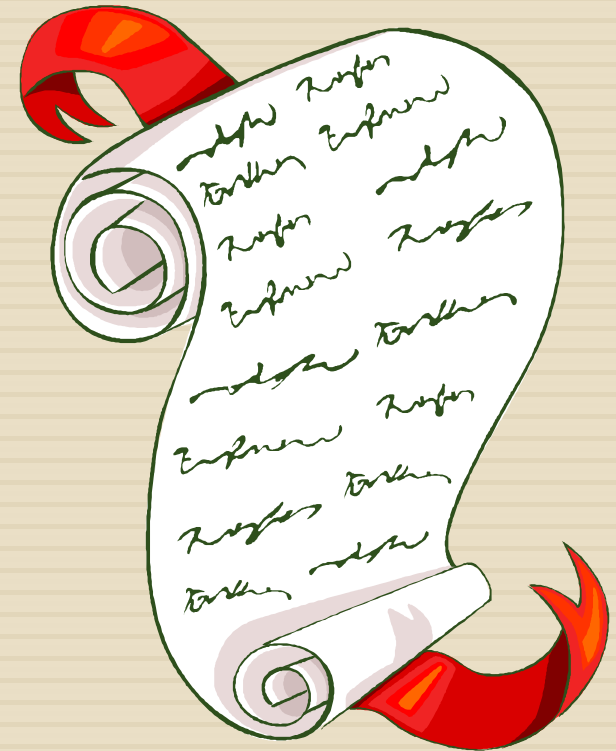
- ✓ The project's conclusions should **LIST** the findings which have been learnt as a result of your work.



Chapter 5:

Conclusions and Recommendations

- ✓ LIST recommendations based on your findings.
- ✓ **Avoid** listing recommendations based on your own beliefs that are not specifically supported by your findings.



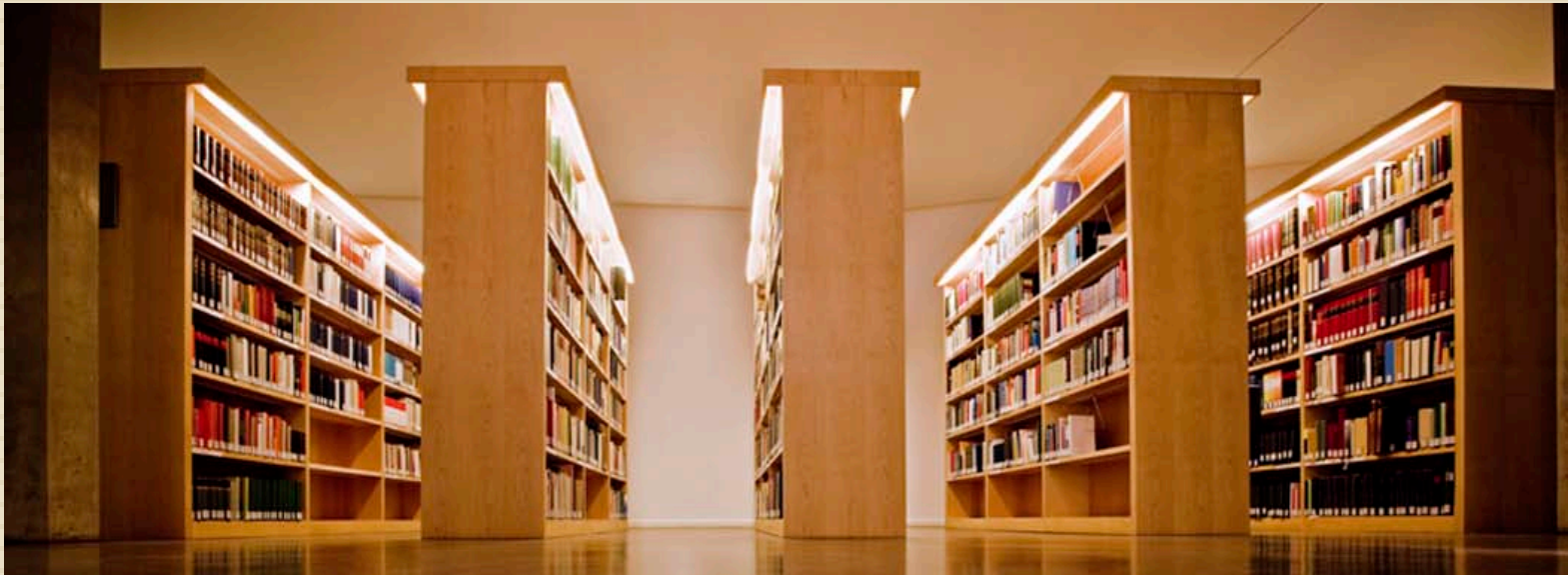
References

- ✓ This consists of a list of all the books, articles, manuals, websites, etc used in the project and referred to in the report.
- ✓ You should provide enough information to allow the reader to find the source.



References

- ✓ **A weakness of many reports is inadequate citation of a source of information.**
- ✓ Refer to the Technical Projects Guidelines for examples.



How to Cite Your References

- ✓ If you quote or make use of another writer's work, you must ensure that it is properly referenced.
- ✓ The method used for making citations and organizing references in your report is the **Numeric system**, **you should stick to it and use it consistently.**

How Cite Your References

Numeric System

- ✓ References (publications, articles, books, etc) cited or referred to in the text are **consecutively numbered**. The number should be written between square brackets at the end of the sentence(s) or paragraph(s).

ognition method for reading logic circuit diagrams. Blostein et al. [2] summarized various approaches to diagram recognition. Futrelle et al. [11] developed a system to extract and classify vector format diagrams in PDF documents. Shao et al. [33] designed a method for recognition and classification of figures in vector-based PDF documents

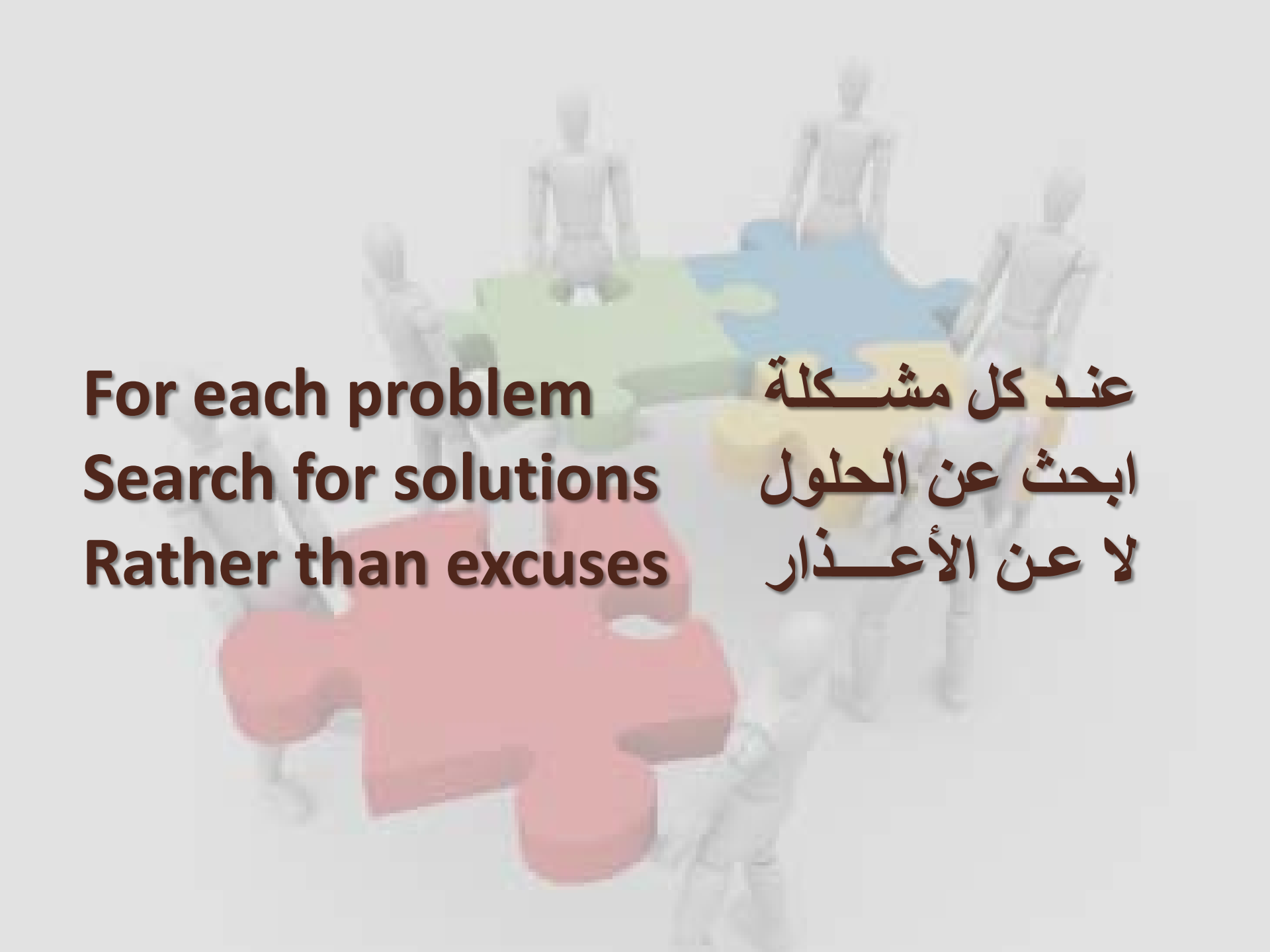
How Cite Your References

Numeric System

- ✓ References are arranged in **numerical order** at the references section of your report.

References

- [1] Li. Y. Wei and Marc L., "*Fast Texture Synthesis Using Tree-Structured Vector Quantization*", Stanford University, 2000.
- [2] "Digital Image Interpolation", Cambridge in Color, a part of Cambridge University Photographics Society. Available at:
[URL: <http://www.cambridgeincolour.com/tutorials/image-interpolation.htm>]
- [3] Rafael C. Gonzalez and Richard E. Woods, "Digital Image Processing", Wesley Publishing, 2001



**For each problem
Search for solutions
Rather than excuses**

**عند كل مشكلة
ابحث عن الحلول
لا عن الأعذار**

Thank you for listening

