TECHNICAL REPORT FORMAT

The industrial training report needs to be prepared as shown in the format below:

‘Font Arial 11’

‘Line Spacing 1.5 Lines’

‘Binding’

1. Front Page:
   a) Name
   b) Matric No. / Field
   c) Company’s Full Address / Supervisor Name
   d) Training Duration

2. Introduction
   a) Appreciation
   b) Introduction & Background of company/firm/organization

3. Contents
   a) Summary of Industrial Training Activity
   b) Technical Report

4. Conclusion

5. Recommendation & Suggestion

6. Reference

7. Attachment