

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