

Outline Structure for Vacation Report

Title Page

- Your name, school and programme affiliation at the University
- With which company you undertook your vacation work
- When the work was done and the duration of the training period

Synopsis

This would be a brief summary (one or two paragraphs) of the major points of your report, with emphasis on the work you undertook in your training.

Introduction

Explain where you worked and how you fitted into the structure of the employer organisation. It might be appropriate also to give similar details for the person(s) with whom you worked during the training period.

Outline of Work

Give an overview of projects on which you worked, what was expected of you and the degree of responsibility you were given in your work. If you worked in several different sections, give an outline of the work you were expected to perform in each section.

Details of Work

This section of the report should contain a detailed description of the work that you personally undertook during the training period.

Conclusions

Summarise the benefits you derived from your period of work. You may also wish to include constructive criticism of the employer or organisation.

Bibliography

Give details of any published literature referred to in the report.

Acknowledgements

Acknowledge any persons or organisations that assisted in your vacation work in the preparation of your report.

Appendix

Include lengthy details on which you worked and any other details you might wish to include in the report for future reference.

Remarks

- This structure may be varied according to the nature of the work and the conditions under which it was carried out.
- Excluding the Appendix, the length of the report should be roughly the length of a typical laboratory report.
- Although it is good general report-writing practise to write in the third person, it is in the nature of the vacation report that it may, quite satisfactorily, be written in the first person.
- The report should either be typed or written in a clearly legible handwriting. Drawings and diagrams likewise should be neat.
- Wherever possible, the General School Rules for laboratory report writing should be observed.