



Faculty of Engineering
and Applied Science

WORK REPORT OR PRESENTATION OUTLINE

Before working on a project, it is generally a good idea to spend some planning. Making an outline will require carefully considering your topic and perhaps doing some preliminary research. After doing so, you will develop a basic skeleton for your project. This document can assist you in completing the work report and presentation outline.

TITLE

A title is much like an umbrella: if an umbrella is too small, it will not cover your entire body, but if it is too big, it will take up too much room. In the same way, a title must not be so specific that there are ideas in the report that are not covered, but at the same time it cannot be so broad that many elements that are discussed are not indicated in the title.

Start by using a general term to describe your report. This term will only be one to three words long. For example, it might be "Pavement Composition."

General Title:

Now, make it a bit more specific. Add some details that name at least one of the wh-'s (who/what/when/where). To add to the earlier example, it could be "Pavement Composition of the Trans-Canada Highway on the Avalon Peninsula." That adds the details *what* and *where*.

Improved Title:

Finally, you might want to add what your report is planning to do. Are you making a comparison? Are you trying to improve something? For our example, we are analyzing the composition, so our final title is "Pavement Composition Analysis of the Trans-Canada Highway on the Avalon Peninsula." Your title length does depend on your subject, so your title might be shorter or longer than this one. Just make sure that your umbrella adequately covers your content!

Final Title:

PURPOSE

Your next task is to explain the purpose of your project. In a paragraph, say why you have selected this topic. What will it cover? How will it be useful to someone else? Who will find it useful? It would be a good idea to go back to this paragraph after you have completed the project. At that time, you can reassess its usefulness, and perhaps make changes/additions so that it fulfills the intended purpose. Additionally, you should reexamine each section (and the content within each section) to make sure that you do not have any content that is irrelevant or unimportant.

Purpose – *your purpose statement goes here*

TENTATIVE TABLE OF CONTENTS

After describing the main sections, make a list of all the sections that will appear in your report. This should appear like your actual table of contents without any page numbers listed. Now is also a good time to think about subdividing your sections. If in your description of a section you were able to identify several distinct topics within that section, these might be good candidates for subsection headings. For example, we might have a section called Types of Pavement. This might be Section 2. After mentioning that there are two main types of pavement, we might end up with sections 2.1 Flexible Pavement and 2.2 Rigid Pavement. We might even further subdivide the sections 2.1.1, 2.1.2, and so on for each type of flexible pavement.

Letter of Transmittal
Title Page
Summary
Table of Contents
1.0 Introduction
1.1 Background
1.2 Purpose
2.0 Types of Pavement
2.1 Flexible Pavement
2.1.1 Conventional layered flexible pavement
2.1.2 Contained rock asphalt mat (CRAM)
2.2 Rigid Pavement
...

*Formal numbering starts with Introduction; sections before this are unnumbered

PRELIMINARY REFERENCES

Finally, make a list of some resources that you will use when writing your report. At this stage, you are not expected to know all the resources you will use, and these will change during the writing process. However, you should be able to name at least one source that will be vital to the writing of the project.

Source #1:
Source #2: