Sample Report
Member One, <ID NUMBER>
Member Two, <ID NUMBER>
Member Three, <ID NUMBER>
EE 331 Lab, Autumn 2003

1. Introduction

This document is meant to give an idea for report formats. The section, figure and table numbering scheme is something I picked up on an internship. Generally, it provides order and flow to the document. The reason that the figures and tables are numbered based on their section or subsection is to allow modularity. You can add or subtract data from one section without having to re-label figures and tables in another. Using (and sometimes modifying) the styles in MS Word can make formatting the text easy, using the Heading 1, 2, and 3 formats, and Caption. The section numbering can also be automated using an outline format, which is very useful in larger documents.

2. Data

This section gives the data for each procedure. Sometimes the data will be requested in a specific format, other times it will be left up to you. In addition, I may ask for some additional data not required by the lab procedure.

2.1 Procedure One

Break down the data section like this. If any other sections need subsection, please break them down in a similar fashion. It gives the report logical order and flow. Figure 2.1-1 shows how to label a figure. Always refer to the figure in the text, never assume that the reader understands what the data means. I might not be that intelligent.

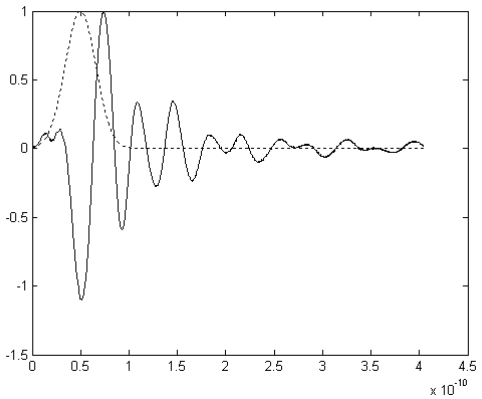

Figure 2.1-1: Label figures like this. Include text explaining what the figure is.

Table 2.1-1 shows how to label a table. Again, refer to the table in the text. By convention, figures are labeled above and tables below. Body text is in 12 pt. font and caption text is 10 pt.

Table 2.1-1: Again, explain the table in a caption as well.

Measurement	Data
Measurement	Data
Measurement	Data

2.2 Procedure Two

Present the data for procedure 2, and so forth.

3. Questions

Answer each question individually.

Question 1: Answer…

Question 2a: Answer…

Question 2b: Answer…

4. Conclusions

Here you include any interesting points in the lab. If your data differs from the expected results, explain it.