**Report Structure**

**Cover Page**

This page should include the department, name and number of the class, the date, and the names of the students who performed the lab and wrote the report.

* Birzeit university logo.
* Faculty name.
* Lab name.
* Report title.
* Student name.
* Partners name.
* Teacher name.
* Date.

**Abstract**

The abstract should summarize the major points of the experiment and the results obtained in the report in a very concise manner. It is usually a single paragraph long (just a few sentences that give a clear statement of the experiment scope), though in some cases, it may be somewhat longer.

**Table of content:**

A well-designed table of content should be after the Abstract section, Identify the topics and the sub-topics with their page number associated with it.

**Introduction (Theory)**

The introduction serves to set up the reader for the rest of the report. It includes background information, as well as a description of how this work fits into the broader contexts of the class (purpose of doing the experiment). It sometimes includes a description of the principles that underlie the experiment, but the details of the work are NOT included here. Also, present any equations that will be needed to understand the experiment.

**Procedure (Discussion & Results)**

In this section, the details of the way the experiment was performed and the way the data was collected are described.

It include both results, as well as sample calculations (truth tables) when appropriate. Make sure results are clearly labeled and set off from the text somehow (eg, in a table or graph), and not simply embedded in the text. Show experimental and theoretical results side by side for easy comparison (e.g. in the same table or graph).

Include a discussion, which is used to demonstrate the significance of the results and explain why they are or are not consistent with those that would be expected from theory. Discuss the significance, or meaning, of the results. Explain inconsistencies between theoretical and experimental results, and their likely causes. Describe any difficulties encountered in performing the laboratory.

**Conclusion**

In this section, wrap up the lab and summarize what was reported. It is also a place to make suggestions for future improvements that we may take into account in future labs.

**References**

Cite (using a standard format) the sources that you used to gather information for you report (Abstract or introduction). It must contain any source you used (books, articles, print or non-print resources) in order to give writers proper credit for their ideas, facts, opinion, or equations.

**Appendix**

Under this heading you should include all the supporting information you have used that is not published. This should include codes. Refer to the appendices in the body of your report.

**(All Sections should be placed on different pages)**