Required style for Group Reports

The group submission is required to be written in the form of a technical report having the following characteristics:

1. The length should be as short as is practical consistent with transmitting the required information. Only answer the questions asked. Do not have any information in the report that has not been asked for by the client
2. The front page should have a title, the names of the authors and a date
3. There should be an Introduction which should refer to the client brief for the report.
4. There should be an Executive Summary that states the main outcomes.
5. The sections in the report should be numbered and have titles. The sections should correspond, as far as is practical, to the requirements of the brief.
6. All diagrams should have a number and a title below. If you can better explain using a diagram - use it.
7. All tables should have a number and a title above. If data can be tabulated - tabulate it.

For more information about technical report writing see:
http://www.ce.strath.ac.uk/structures/skills/Technical-Writing.pdf