

## Template for CSE Summer Training Reports

**The report should consist of at least three main parts.**

- First part will include information about the firm,
- Second part will include information about the technologies and environment used in the training and must not exceed 3 pages in the total with first part.
- In the third part, you will explain about the work done during the training with your own words. This part must be at least 7 pages. The third part should have a subsection for each week spent during the training.

### **Format of the report.**

Your report should have the following properties:

- 12 pts
- Times New Roman
- 1.5 line spaced paragraphs
- Page numbers in the footer
- Your name and firm's name in the header formatted with Monotype Corsiva, 12 pts.
- Section headings formatted with Times New Roman, 14 pts
- Subsection headings formatted with Times New Roman, 12 pts and bold
- Spelling and grammar checks must be performed.

An example is given on the next page.

1. About the Firm X

The Firm X is founded in 1980 and has projects on Java. ...

2. Technologies Used in the Training

During the training, we used the following technologies and environments. ...

3. Work Done

In the training, we worked on Project Y. Below, we describe the progress of Project Y and work done in weeks. ...

**a. Week 1**

.....

**b. Week 2**

.....

.....

.....

**c. Week n**

4. Conclusion