Those of you who take a position in industry will often have need to communicate results of your activities to your supervisor and others. Even if you do outstanding work, you will not be successful in your company unless you can communicate effectively, both orally and in writing. The industry report concerns written communications.

Your supervisor will have risen to his/her position through accomplishments and thus, normally, will be a very busy person. He/she will thus appreciate well-written reports that convey all of the essential information as concisely as possible. Concise writing is a skill and this laboratory will help you develop that skill. The format of the industry report is given below:

To: (name of the person or persons to whom the report is directed)

From: (your name)

Date: (list date report was submitted)

Subject: (In a few words, give the subject of the report)

Introduction: In this section, give a very brief introduction as to the importance of the activity and why it was undertaken.

Description: In this section, briefly describe what was done. Include numbers as appropriate. If the activity was a test of a machine or component, for example, describe the test conditions, speeds, etc.

Conclusions: Briefly describe what was learned from the activity. Again, use numbers as appropriate to describe the outcome.

Recommendations: In this section, you are expected to use your own judgment in assessing the implications of the activity and what steps the company should take in view of those implications. For example, if the activity was a test of a new prototype and results were promising, then your recommendations might be to proceed with prototype development into a marketable product. Conversely, if the results suggest that the project should be dropped, you would make that recommendation. Whatever the activity, you should use careful judgment in preparing your recommendations.

Ideally, the above information should fit on a single page, but could spill over to part of a second page. You can also use that second page to show important illustrations, such as a view of a machine or part, graphs, etc. Also, on the second page, you should provide a list of attachments.

Usually, you will have prepared numerous calculations, drawings, graphs, etc. These should be attached to the report if they are needed to back up the conclusions and recommendations you presented in the report.