Format for Progress Report

1. Title Page

Include title of experiment, report number, due date, and the professor for whom prepared.

2. Abstract

To give the reader a brief summary of what have been done before he reads the full report.

3. Table of Contents

Indicate page on which various sections of the report can be found.

4. Body of the Report

   I. Introduction

      Give a brief statement of purpose. A description of results to be expected or those obtained in previous investigations may be included.

   II. Theory or Principle

      Describe the physical basis for the experiment or for the phenomenon investigated.

   III. Experimental Procedures

      Describe the materials, design approach, methodology, procedures and equipment used in the experiment. From this description another investigator should be able to repeat your experiment and get the same results.

5. Results

   I. Raw data or primary date
   II. Calculations and evaluation from primary data, i.e. the secondary data are required (data may put in Appendix if extensive)
Sample calculations are required to help instructors locate possible errors in plotted data.

Figures and Tables with adequate description in narrative to fully explain how they were obtained.

(1) Both should have titles and be numbered consecutively as they appear in narrative.

(2) Figures should have axes clearly labelled.

(3) Units should be indicated.

6. References

These should be numbered consecutively according to the order in which they are cited, and this number should appear in the text as a superscript. They should be listed using the format of current literature.

7. Appendix

I. May be used to present data, calculations, derivations, or other material which is too lengthy for the body of the report.

II. An error analysis for the measurements made.

(*實施過接近 20 年，留做記憶)