**Title**

**Training Report**

**Octobre 2017**

1. **Introduction (** brief introduction about the subject) international exhibition of renewable energies
2. **Objectif/ purpose of the report**

This report will provide an overview of both the quality and impact of SSCB multi agency training that was delivered between 01.04.2015 and 31.03.2016, and will address attendance, partnership engagement, course feedback and the impact that the training has had on practice.

1. **Context**

* shemes/graphs/tables/Bar graph/figures
* application of knowledge on practice
* impact of training on practice

**4. Conclusion**

**Basic Structure of a Report**

**Title page**

(The report name/department and university)

The title of the report

The authors' names, and ID numbers

The date of submission

**The Summary**

provides a brief overview of the substance of the report :

states the topic of the report

• outlines the most important findings of your investigation

• states the key conclusions

**Summary (example)**

|  |  |
| --- | --- |
| |  | | --- | | This report presents a design for a bridge to be constructed on the Calder Freeway crossing Slaty Creek in the Shire of Macedon Ranges. Two designs for the bridge were devised and then compared by considering the cost, construction and maintenance of each bridge. Design 1 is a super  T beam bridge while Design 2 is a simple composite I girder bridge. It is concluded that Design 1 is the better design. This design is cheaper, easier to construct, more durable and easier to maintain. | |

**Table of Contents** (The table of contents sets out the sections and subsections and their corresponding page numbers.

**Introduction**

The introduction provides the background information needed for the rest of your report to be understood. It includes:

• a clear statement of the purpose of the investigation

• the background of the topic of your report

• a brief outline of the structure of the report if appropriate (this would not be necessary in a short report) .

**Introduction (example)**

The greenhouse effect is a natural phenomenon that keeps the earth’s surface warm. Greenhouse gases trap heat from solar radiation, analogous to the way glass panes trap heat in a greenhouse. Due to increasing greenhouse gas emissions from human activities, the greenhouse effect has been significantly augmented, causing a rise in the earth’s surface temperature. The temperature rise had led to climate change, causing frequent natural disasters. This has generated increasing awareness of the importance of reducing greenhouse gas emissions through international and domestic initiatives.

The aims of this project are to examine the Kyoto Protocol and the effect it would have on participating countries. Another aim is to investigate actions already taken by three industrialized countries, namely Australia, the United States, and Canada.

**The body of the report/ context**

• presents the information from your research, both real world and theoretical

• organises information logically under appropriate headings

• conveys information in the most effective way for communication:

− uses figures and tables

− can use bulleted or numbered lists

**Incorporating figures and tables:**

• Refer to each figure and table in the text of the report.

**Example:**

The communication channels in the organization are shown in Diagram 1.

• Give all figures a title.

**Example:**

Table 1 Existing communication channels

• The title of a table goes above the table while the title of a figure goes below the figure.

• Figures must be correctly referenced if necessary. Give the source of the diagram or the data if you have taken them from published sources.

**The Conclusion**

relates directly back to the aims of the investigation. The Conclusions section provides an effective ending to your report. This section

* + states whether you have achieved the aims of your investigation
  + gives a brief summary of the key information in your report
  + restates the major findings of your investigation.

**Example**

Two designs for the bridge to be constructed on the Calder Freeway across Slaty Creek have been presented and discussed in this report. Design 1 is a super-T beam bridge and Design 2 is a simple composite I girder bridge. Both designs incorporate round piers on piled foundations, which are used because the soil conditions are unknown and possibly unstable. Design 2 has some advantages because it is made of steel and thus has longer spans and fewer piers. However, Design 1 is clearly the better design. This design requires minimal formwork in the construction of its concrete deck, it is relatively easy to erect and it maintains stability during transportation and construction. In addition, it is cheaper to build and more durable.