



الجمهورية الجزائرية الديمقراطية الشعبية
Democratic Republic of Algeria
وزارة التعليم العالي والبحث العلمي
People's Ministry of Higher Education and Research



Msila University

Faculty of Technology

Semester 03 – LMD – Civil Engineering

Fluid Mechanics Practical Work

How to write a report?

Follow these guidelines to write your report well:

N°1: Title of the Practical Exercise

Start by giving your practical exercise a title. This title is usually already included on the handout provided by the teacher.

N°2: Clear Structure

Organize your report into clear and coherent sections, such as the introduction, the purpose of the experiment, the theoretical part, the materials and methods used, the results obtained, the analysis of the results, the discussions, and the conclusions.

N°3: Introduction

Briefly describe the importance of the topic studied

N°4: Objective of the TP

Write in a few words what you are going to look for in this practical work.

N°5: Theoretical part

In the theoretical section, outline the fundamental concepts and principles that are relevant to the practical work. Explain the theories, laws, equations, or models that are related to the experiment. Use reliable academic references to support your explanations. Make sure to present the information clearly.

N°6: Methodology

Write a list of materials and equipment used. Explain the steps of the experiment (in this case, begin each step with an infinitive verb), the parameters measured, and the specific techniques used.

Draw diagrams of the experiments you conducted to verify your hypotheses. Provide enough information so that someone can reproduce the experiment. Use clear sentences and bullet points where necessary.

N°7: Results

Present your results in an organized and understandable manner. Use tables, graphs, charts, or figures to visually illustrate your results. Be sure to include the appropriate units of measurement and label your graphs and tables correctly. Analyze your results objectively and draw meaningful conclusions.

N°8: Analysis of results and discussion

In this section, interpret your results and discuss their significance. Compare your results with theoretical expectations and discuss possible sources of error or uncertainty. Identify trends, patterns, or unexpected observations and propose plausible explanations. Discuss the implications of your results and their limitations.

N°9: Conclusion

Draw a conclusion; this represents a summary of what was discovered in the practical work. Summarize the main conclusions of the experiment and highlight their importance. Indicate whether the initial objectives were achieved and discuss any limitations of the experiment. Also discuss prospects for improvement or further development.

N°10: Using Microsoft Word

When writing your report, follow these guidelines for layout and presentation:

1. Margins: Set the margins of your document according to the following specifications: 2.5 cm left, 2 cm top, 2 cm right, and 2 cm bottom. This will ensure a uniform presentation and make it easier to read.

2. Font: Use Times New Roman font with a 12-point font size for the body text. Use a bold 14-point font size for section headings to clearly distinguish them.

3. Line Spacing: Set the line spacing to 1.5 points to improve readability. This will allow for better separation between lines and make it easier to read.

4. Chart and Table Titles: For each chart or table included in your report, add a descriptive title above it. Titles should be clear and informatifs, allowing readers to quickly understand the content of the graph or table.

5. Page Numbering: Enable automatic page numbering in your document. This will help readers easily find their way around and navigate your report.

6. Method for Filling in a Table: To fill in a table, use the table feature in Microsoft Word. Insert the table into your document and fill the cells with the appropriate data. At the bottom of each table, add a numerical application example that illustrates the data in the table. Ensure the example is clearly separated from the rest of the text and is easily identifiable as the example associated with the corresponding table.

7. Cover Page: Create a cover page that includes the following: the title of the practical assignment, the group number, the major, the students' first and last names, the instructors' first and last names, and the academic year. Ensure this information is clearly visible and well-formatted.