

DESIGN AND TECHNOLOGY

TTI101

REPORT OUTLINE

- 1) **Title Page:** Include a short, descriptive title, the student's name, the teacher's name, the course code, and the date the report is due. 5
- 2) **Table of Contents:** Use descriptive headings for each page of the report and number each page. 5
- 3) **Challenge:** State the challenge of the project clearly and fully including all the limitations and parameters set out in the project outline. 5
- 4) **Materials and Equipment List:** An itemized list of all the tools and materials that were used in the construction of the project. Be specific with respect to the type and size. 5
- 5) **Procedure:** A numbered, step by step process of how the project was completed. This should begin with the issuing of the challenge and end with the writing of the report. It should contain **LOTS** of details. 25
- 6) **Conclusions:** A summary of the strengths and weaknesses of your project. What went right with the project? What went wrong with the project? What would you do differently next time if you could do the project again. 15
- 7) **Sketches:** Include the design sketches which should be pictorial in nature (3-D except for wall plaque project) 5
- 8) **Project Drawings:** Orthographic drawing of the finished project using AutoCAD software. 35