University of Waterloo

Faculty of Engineering

[Title of Report]

[Name of Company]

[Address of Company]

[Name]

[Student ID number]

3B Chemical Engineering

[Date of report preparation]

[Date]

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Dear Prof. Ioannidis,

[Body of letter. Including the following:

* The title of the report.
* Your previous academic term.
* Your employer, including company name, division/department/etc., location and supervisor.
* A brief description of the employer’s activities as relevant to your employment.
* The purpose of the report.
* Acknowledgement of the source and explanation of any assistance received with the report; the letter must include the following statement: "*This report was written entirely by me\* and has not received any previous academic credit at this or any other institution*”. \*if this statement is not true, you must modify it and explain specifically what was and was not written by you.
* A statement identifying whether the material is confidential, if required.]

Sincerely,

[Signature]

[Name]

[Student ID number]

# Executive Summary

[This is a self-contained summary of your work and should be approximately one page in length.]

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# Nomenclature

[This is an optional section. If the report is very heavy on mathematical variables or if there are many acronyms throughout the report, including nomenclature may be helpful to the reader.]

# Introduction

[Provide the reader with a brief introduction (1 to 2 pages) to your work.]

# Background Information

[Provide sufficient background and theory to allow your analysis to be understood.]

# Materials and Methods

[Describe what you did and what materials you used.]

# Results and Discussion

[Results are factual statements of your data and findings. Discussion is your interpretation of these results in the context of your work and that of others.

**Table 1: Keyboard shortcuts in MS Word**.

You may be unfamiliar with some of these very useful keyboard shotcuts.

|  |  |
| --- | --- |
| **Format Feature** | **Key Sequence** |
| non-breaking space | Ctrl + Shift + Space |
| style separator | Alt + Ctrl + Enter |
| en-dash (–) | Ctrl + on the number pad - |
| to update all references | Ctrl + A then F9 |
| page break | Ctrl + Enter |
| section break | Ctrl + Shift + Enter |

Insert Figure Here

**Figure 1: Figure title.**

Figure description.

In the list of figures and list of tables you should include the number and title, but not the full description. Add a style separator in between the title and description by pressing Alt+Ctrl+Enter. To confirm that you have successfully added the style separator where you want it, turn on the formatting symbols by pressing the paragraph icon, ¶. As you can see above a style separator appears as a paragraph symbol with a dotted square around it.

]

# Conclusions and Recommendations

[What can you conclude from your work? Conclusions are established based directly on your results and discussion.

Describe the recommendations you can make based directly on your analysis and conclusions as presented in the report.]

# References

**There are no sources in the current document.**

[List the references that you have used in preparing the report.]

# Appendix A

[Place information that is not essential to the report in an organized set of appendices. In general, assume that appendices will not be read.]