

## Hints for Writing Practical Training Reports

### What is Practical Training Report (PTR) all about?

PTR is a technical report prepared and submitted by a student from the School of Engineering after attending each one of training modules within his/her Industrial Training course. It is training for technical report writing which is indeed one of key purposes of Industrial Training. Therefore, PTR is one of evaluation tools of the student's performance on the training module just completed.

### What are the requirements and strategies for writing PTR?

PTR is written by the student utilizing a PTR template downloadable from ITC website under following prescribed conditions:

- PTR template is a set of blank forms made up of four-page A4 size sheets.
- PTR should be written in a professional manner and in the student's own style.
- PTR's contents should be concise yet thorough in technical records of the training work the student have done and/or the observations the student have made at his/her training module.
- PTR should clearly show that the student has obtained a basic understanding of the training subject/s, and how he/she benefits from the attended training module.
- PTR should not be simply an extraction of words from the training handout or other sources.
- Individual thoughts with the student's own words, and clear handwriting with a ball pen in neat and tidy manner are required when writing PTR.
- Word counts required for PTR are limited to the space of the PTR template that provides.
- Submission of individual PTR is within one week after completion of each training module.
- PTR will be marked and returned to the student via his/her home Department.
- Marked PTR (together with Quiz and Workbooks, if any) should be kept for further preparation of Training Logbook (please refer to *Hints for Writing Training Logbooks*).
- An individual PTR is required for each training module, unless otherwise specified. For a workshop-type of training module comprising of several workshops, a separate PTR must be submitted for individual workshop or as specified by the module instructor. Please note that **for students in the Department of Mechanical and Aerospace Engineering**, an individual, multiple-pages integrated report is required for the integrated training module conducted in the HKPUIC.

### What kind of technical information is required for various sections of PTR w.r.t different types of training modules? Is there any hint for me to organize the PTR well?

Based on above-mentioned writing requirements and strategies, the following tips suggest a way for your PTR write-up.

#### A. For PTR on a Workshop-type Training Module

##### A1. The Introduction section

- state the objective/s of the workshop;

- provide a general overview of the technology involved; and
- summarize skills acquired in that module.

### **A2. The Technical Content section**

- select just one or two of more important and interesting tasks to write about in details, if a particular workshop covers a number of jobs; (Unless otherwise specified by the instructors)
- describe concisely the technical aspects, such as
  - ✓ workshop procedures,
  - ✓ tools and equipment used, and
  - ✓ factors affecting the choice of procedures.
- include some relevant sketches and diagrams for illustration;
- avoid simple or general descriptions but be more specific and detailed technical information of the process, the operation, and the working principles; and
- describe the actual work done, how you carry out the work, and highlight ways of solving technical problems.

### **A3. The Comments/Conclusions section**

- discuss the applications and limitations of the technology;
- provide constructive comments on the type, content, effectiveness and duration of the training received;
- discuss the team work and the communication process; and
- make suggestions for improvement.

## **B. For PTR on a Computer-based Training Module**

### **B1. The Introduction section**

- state the objective/s of the training;
- provide a brief account of the various topics covered in the training module;
- provide a general overview of the system, the software tools and the technology involved; and
- list skills acquired in that module.

### **B2. The Technical Content section**

- describe concisely the technical aspects on one or two of the more important tasks done, such as:
  - ✓ the underlying theories and principles,
  - ✓ working procedures,

- ✓ hardware and software tools used, and
- ✓ factors affecting procedures, tools, and systems, etc.
- focus more on specific working principles and procedures and avoid too general descriptions.

### **B3. The Comments/Conclusions section**

- assess the value of the training received;
- provide constructive comments on the type, content, effectiveness and duration of the training received;
- highlight ways of solving technical problems; and
- make suggestions for improvement.

## **C. For PTR on Integrated Training Module**

### **C1. The Introduction section**

- state the objective/s of the project/tasks; and
- provide a general overview of the design and manufacturing processes in the project.

### **C2. The Technical Content section**

- avoid too simple or general descriptions;
- describe concisely the outline of the workflow and collaboration among members of the working group throughout the project, list the processes involved in the project;
- focus on the technical aspects, such as:
  - ✓ workshop procedures,
  - ✓ tools and equipment used, and
  - ✓ factors affecting the choice of tools and methods;
- include some relevant sketches and diagrams for illustration;
- provide specific yet detailed technical information of the process, the operation, and the working principles;
- describe the actual work done and how it is carried out;
- highlight ways of solving technical problems; and

- provide an outline of the safety measures taken during the training and mention the safety procedures necessary when using certain tools or carrying out certain processes.

### **C3. The Comments/Conclusions section**

- discuss the technology used;
- comment on the applications and limitations of the technologies and methodologies;
- provide constructive comments on the format, content, effectiveness and duration of the training received; and
- make suggestions for improvements or further investigations.

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