



Philadelphia University
Faculty of Engineering

Student Training Report Form

1. Title Page (1 page)

Name, Student number, department, University
Training period, company name

2. Company Background (2-4 pages)

Address, website, email
Locations around the world, affiliations
Number of employees, engineers, technicians...
What does the company do? What does it produce?
When was it established?

3. Your training (6-8 pages)

What did you do?
Describe machines, software, products you worked with in detail

4. Conclusions (2-4 pages)

What did you learn?
How do you rate the company?
Suggestion for future trainees

5. Use font Arial and Size 14 for Report Writing