

ECE 301 Report Proposal

Pattern your Report Proposal as a memo using the following headings:

To: Dr K. Cheung, Dr. K. Walus
From: (type in your full name and student number)
Date: dd/mm/yr
Re: 301 Final Report

In complete sentences and coherent paragraphs, create the following sections. Do not rely excessively on point or list form. Double space your work and use a size 12 font. Limit your Report Proposal to 3 pages, double spaced, one side of the page only.

Introduction

Briefly state the topic and purpose of your Final Report and explain why this topic interests you. Preview the remainder of the Report Proposal, listing its primary headings in the order in which they occur.

Significance

Describe the significance of your topic. Explain its importance, why it is worth writing about, and what you hope to have proved and/or learned by the end of it.

Literature Review

Identify the initial research paper/key reference you chose to review, explain how it relates to your topic, and summarize its main points, emphasizing any important deductions it makes or conclusions it draws. Identify the other papers you reviewed and briefly explain how they, too, relate to your topic, again summarizing main points and emphasizing important ideas. Note: all of the papers you have read will have helped you to define and eventually refine your topic, even if you eventually decide not to use the information of a particular paper in your Final Report. Your task throughout this section of your Proposal is to make the relationship between the most important information contained in the reference papers and your topic clear by explaining why that information is significant and whether it is useful or not.

Audience

Define the audience for your Final Report as Profs. Cheung and Walus, the English instructor (to be determined), and your peers.

Writing Schedule

Briefly detail how you will organize the time involved in writing your Final Report. Include a properly formatted Gantt Chart.

Conclusion

State your intent to deliver the Final Report on time. Provide personal contact information.

List of References

List all of the references you have consulted. Use the IEEE numbered list format.