

# Writing Report

# A generic report structure

- Title page
  - Indicate topic/ main finding to reader
  - Concise formulation of topic
- Acknowledgments → sometimes at the last point
  - Recognise help from others
  - Thank organisations and individuals who actively assisted through grants, information, time
- Preface
  - Tell your purpose in writing
  - Describe, explain, argue, formulate the problem, justify approach

- Summary/ Abstract
  - The essential elements of the problem, your method, findings, conclusions, their implications, and recommendations.
  - Summarize, delineate, present main data, conclude, recommend
- Table of contents, list of figures, list of tables
  - Make information easy to find
  - Categorise, order
- Introduction
  - interest/ importance of topic, status of knowledge on topic, why current work is needed, indicates line of argument
  - Describes, arouses interest, Asserts, Argues, Postulates

- Background/ literature survey
  - Presents methods and data, discusses and evaluates its implications for the problem, works towards solution
  - Describe, report, refer to tables and figures, analyse, interpret, synthesise, argue, infer, evaluate, predict, conclude
- Body
  - Presents methods and data, discusses and evaluates its implications for the problem, works towards solution
  - Describe, report, refer to tables and figures, analyse, interpret, synthesise, argue, infer, evaluate, predict, conclude

- Conclusion
  - Presents and evaluates possible solutions
  - Argue, conclude
- Recommendations
  - Suggests appropriate policy/actions
  - Recommends
- References
  - Provides warrant for information, enables follow up and further study, acknowledges intellectual property of others
- Appendices
  - Contains detailed or bulky information on background, methods, or data

# Report Assg Expectations

- Work within the word limit
- Use paragraphs
- Use evidence to persuade the reader to accept your point of view
- Include citations
- Use visuals if appropriate
- Pay attention to style and presentation

# Characteristic of The Report

- There is generally a line of argument which persuades the reader that action/change is needed.
- There needs to be justification (evidence) for the claims you make
- There is heavy signposting (headings, sub headings)
- There is usually a set of recommendations

# Evidences

- technical and performance specifications
- equations and calculations
- sketches or block diagrams
- methods of design simulation or verification
- prototype implementation results
- functionality measurements, test configurations, test inputs or signals applied, and measurements taken
- graphs, performance tables and observations
- mathematical models



# Report Introduction

- What am I reporting on, and to whom?
- Why am I reporting (purpose)?
- How did I obtain my evidence?
- Which particular period am I reporting on?
- How is the report organized?

# Paragraph in Report

- What is being investigated
- Why it is an issue/problem (or not)
- How it was analysed
- Evidence found
- Conclusion

# Conclusion in Report

- What you found
- What you conclude (what does your finding mean?)
- What your conclusion implies

# Style and Presentation

- Write simply and directly
- Avoid personal pronouns (I, me, we, you, us, our...)
- Avoid contractions (can't = cannot, don't = do not...)
- Signpost the work (headings, subheadings)
- Use consecutive page numbers for the whole document