Preparing Homework Reports

Dr. Sarah Egan Warren
Class of 2024

Homework Reports = most of IAA writing

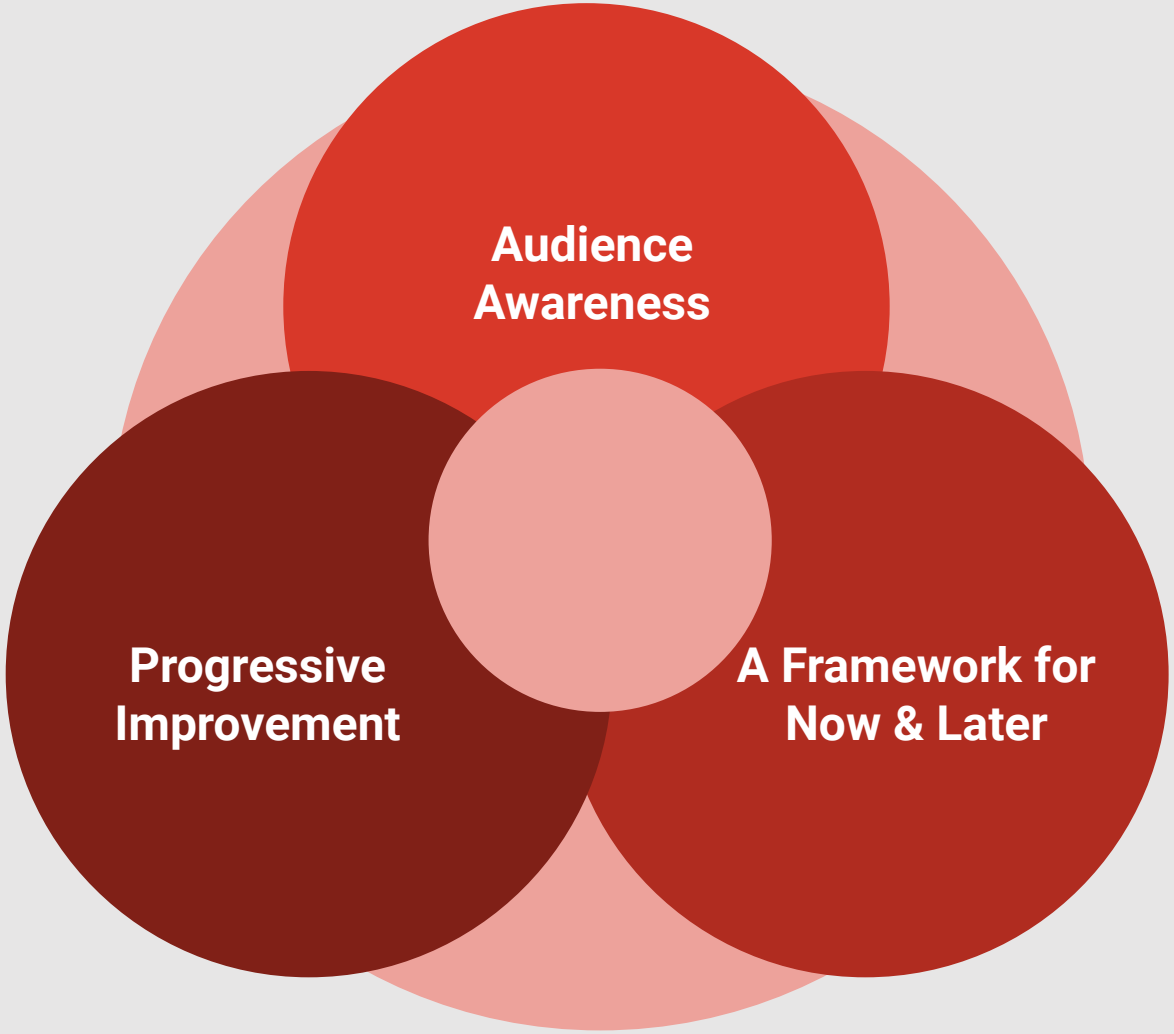
15 team reports (previous years)

6 key writing dimensions

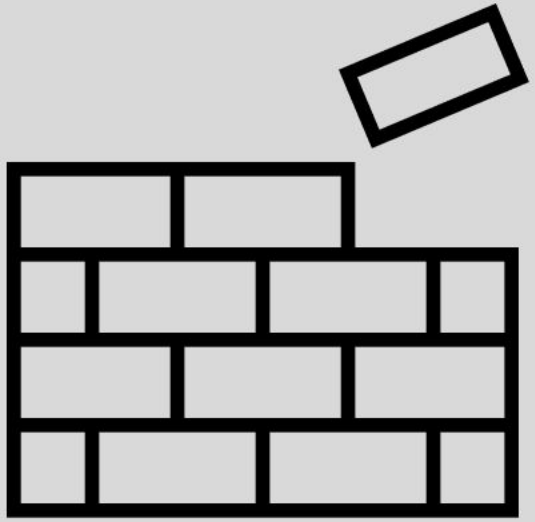
Agenda

- Overview
- Sections
- Structure
- Document Design
- Visuals
- Writing Style
- Mechanics
- Resources
- Questions

Overview


Audience
Awareness
Progressive
Improvement
A Framework for
Now & Later

Sections



Sections

Overview

Methodology

Analysis

Results

Recommendations

Conclusion

Overview

Overview Example

(CONTEXT) Company X is having the following problems with x, y, and z. Therefore, they have hired Consulting Firm Y to determine _____. (ACTION) After completing X analytical strategies to determine the best outcome for Company X, our team discovered_____. (CONTENT) Consulting Firm Y recommends that Company X uses this strategy/allocates this amount of money/invests in this stock. Doing so will minimize loss by x% and/or increase profits by y%. That amounts to a total profit increase of $____. Figure 1 demonstrates the relationship between x and y, showing the potential profit made by following our plan.

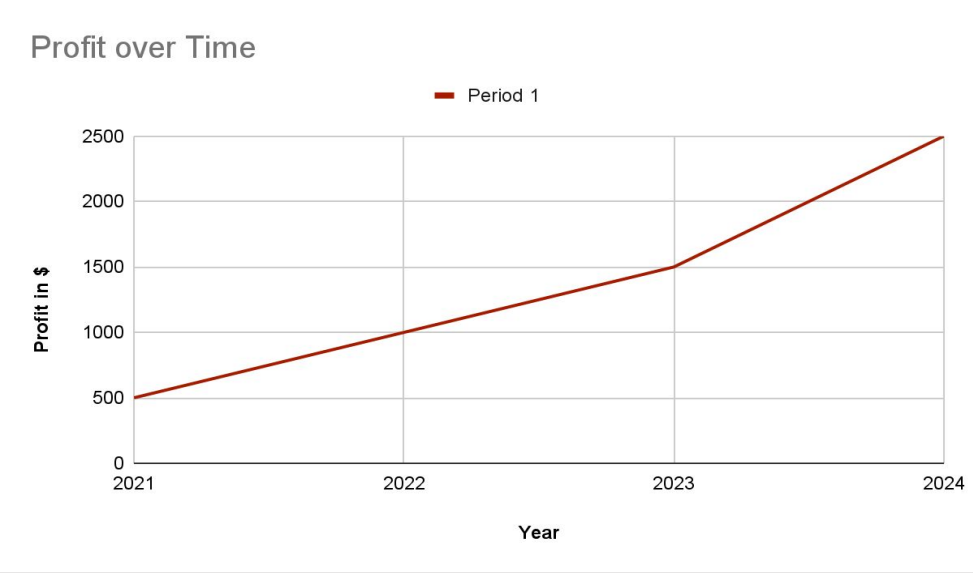
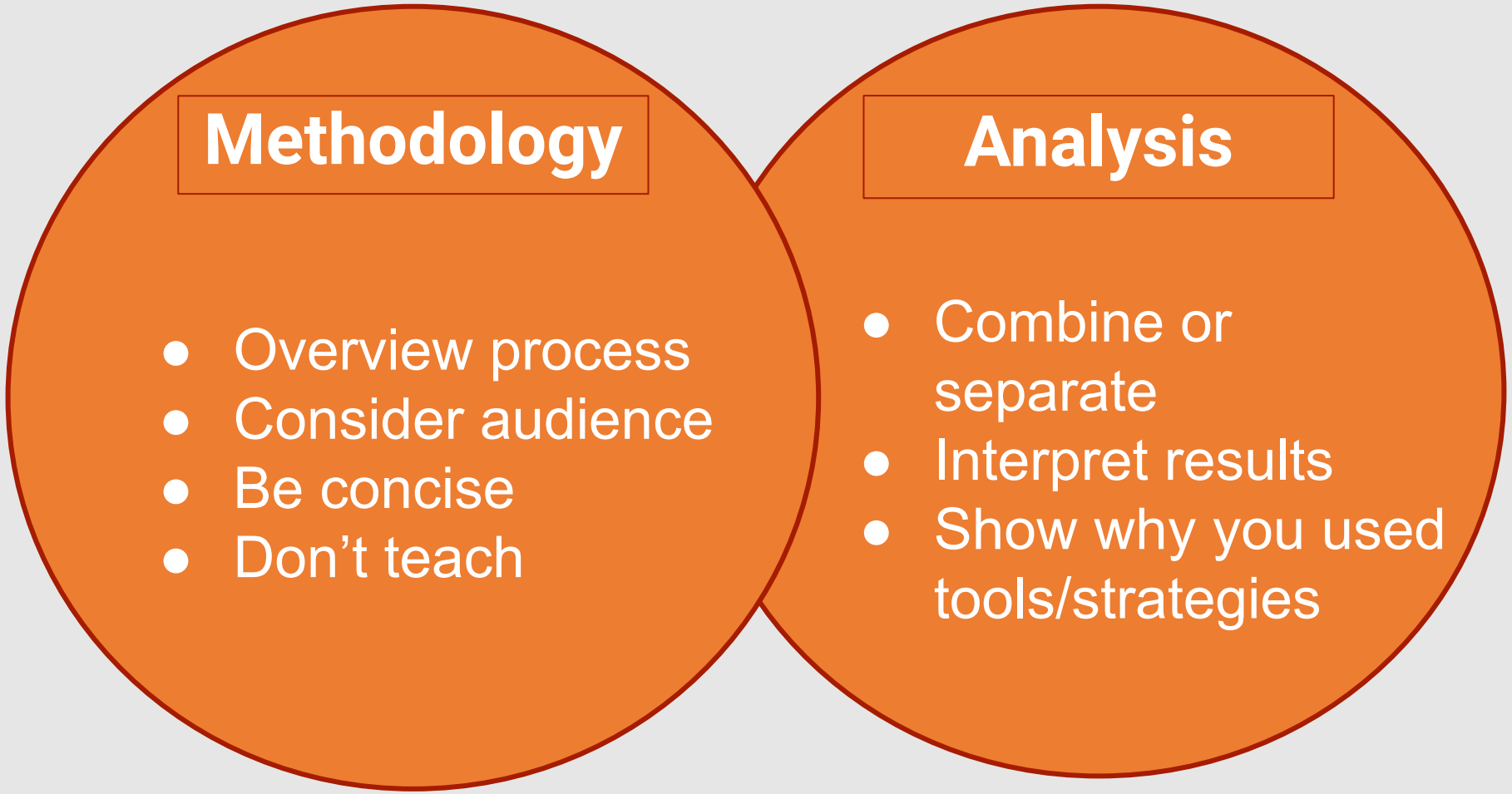
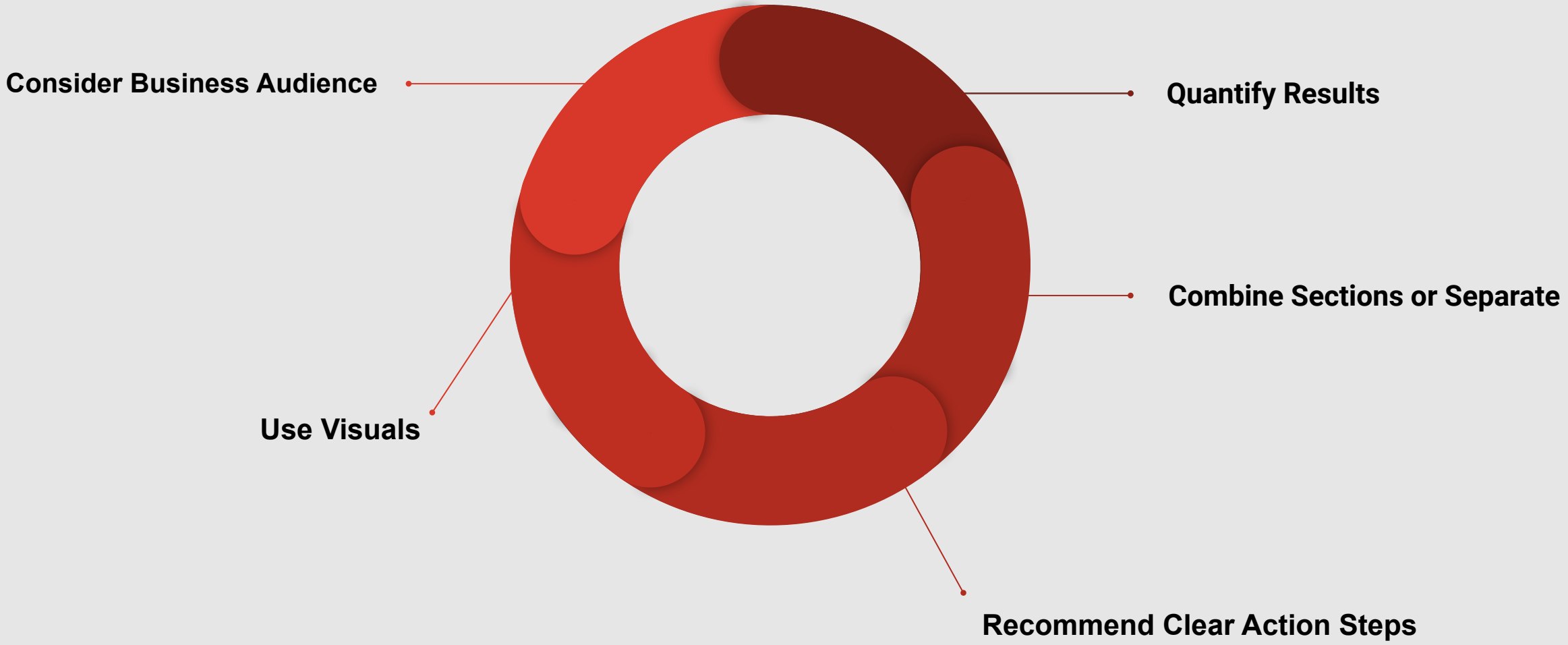


Figure 1: Profit over Time

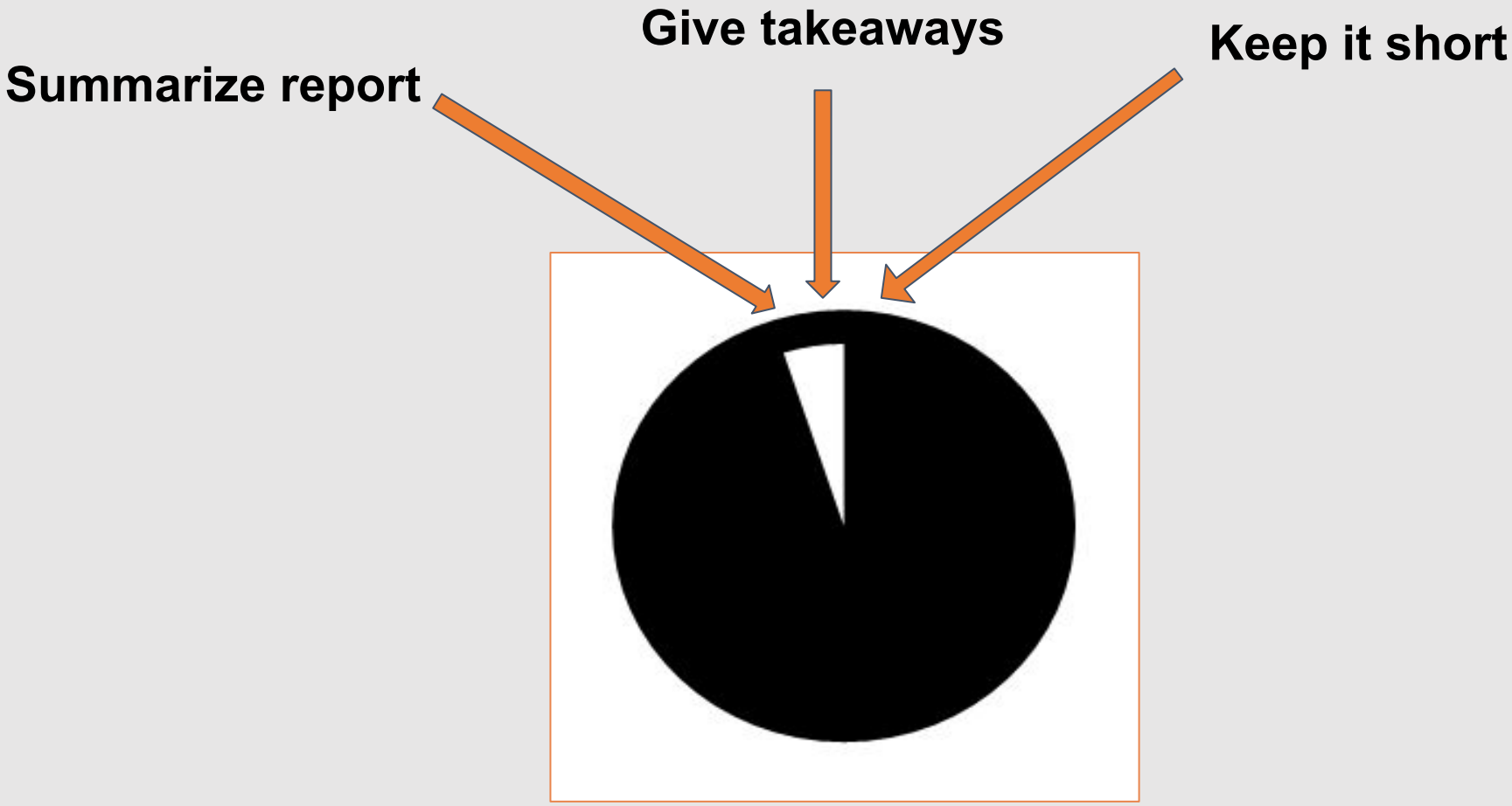
Methodology and Analysis



Results and Recommendations

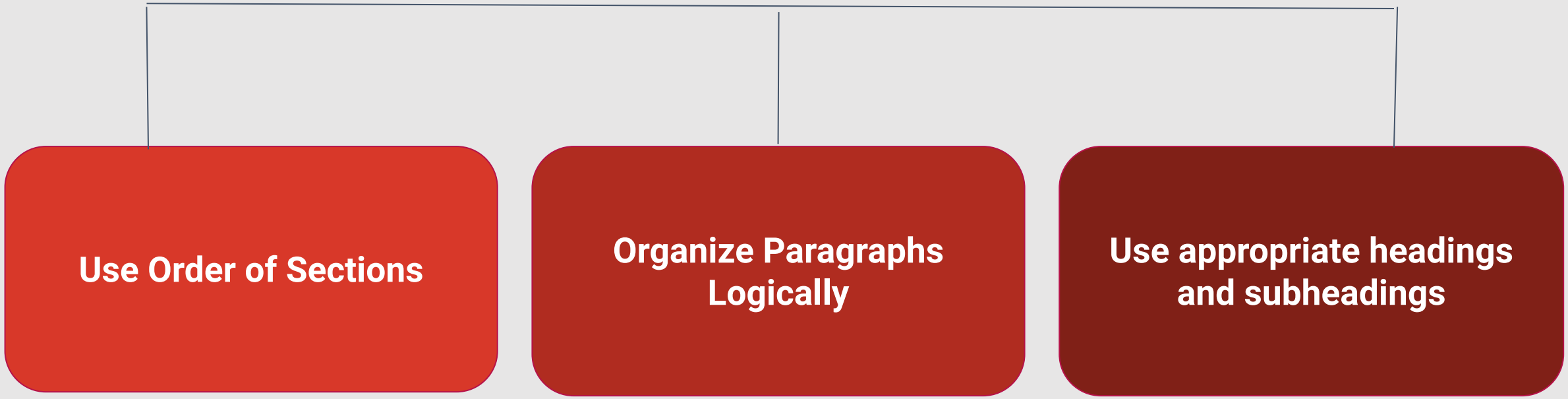


Conclusion



Structure

Structure Tips



Document Design

Document Design

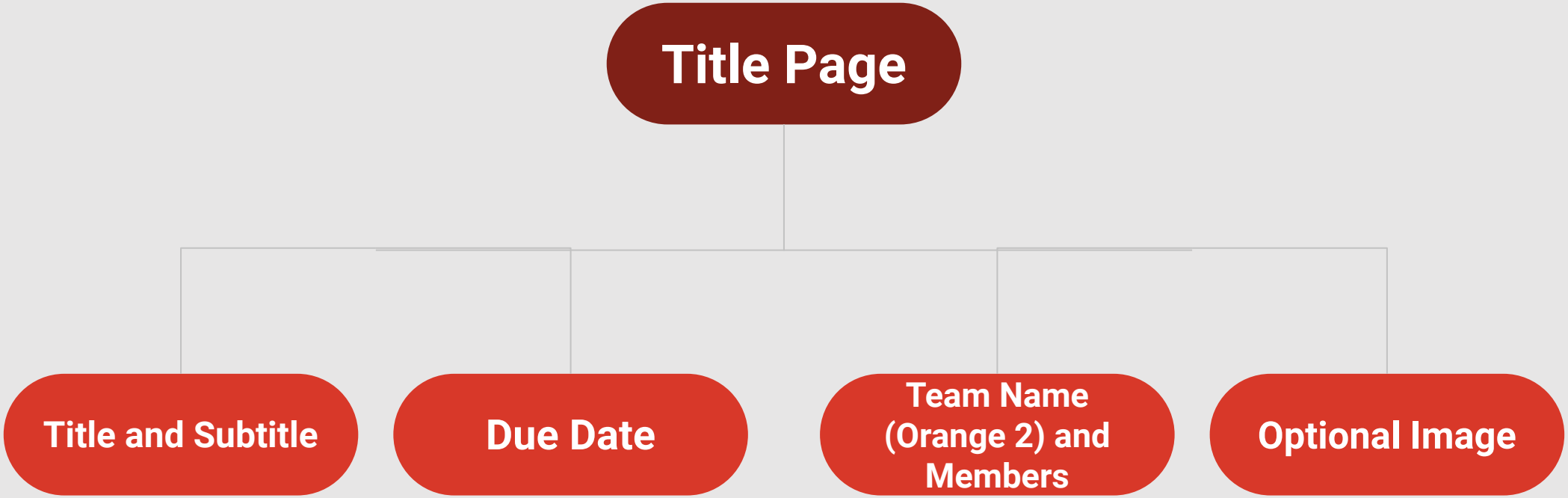


Table of Contents

Overview.....1
Methodology and Analysis.....2
Data Used.....2
Models.....3
Results and Recommendations.....4
Conclusion.....5

Use Styles to label text as headings in Word or Google Docs to automatically generate a TOC.

Common Table of Contents Issues

Use Styles to label text as headings in Word or Google Docs to automatically generate a TOC.

Document Design Tips

1	**10-12 point font**	✓
2	**1 inch margins**	✓
3	**Single-spacing**	✓
4	**White space**	✓
5	**Template**	✓

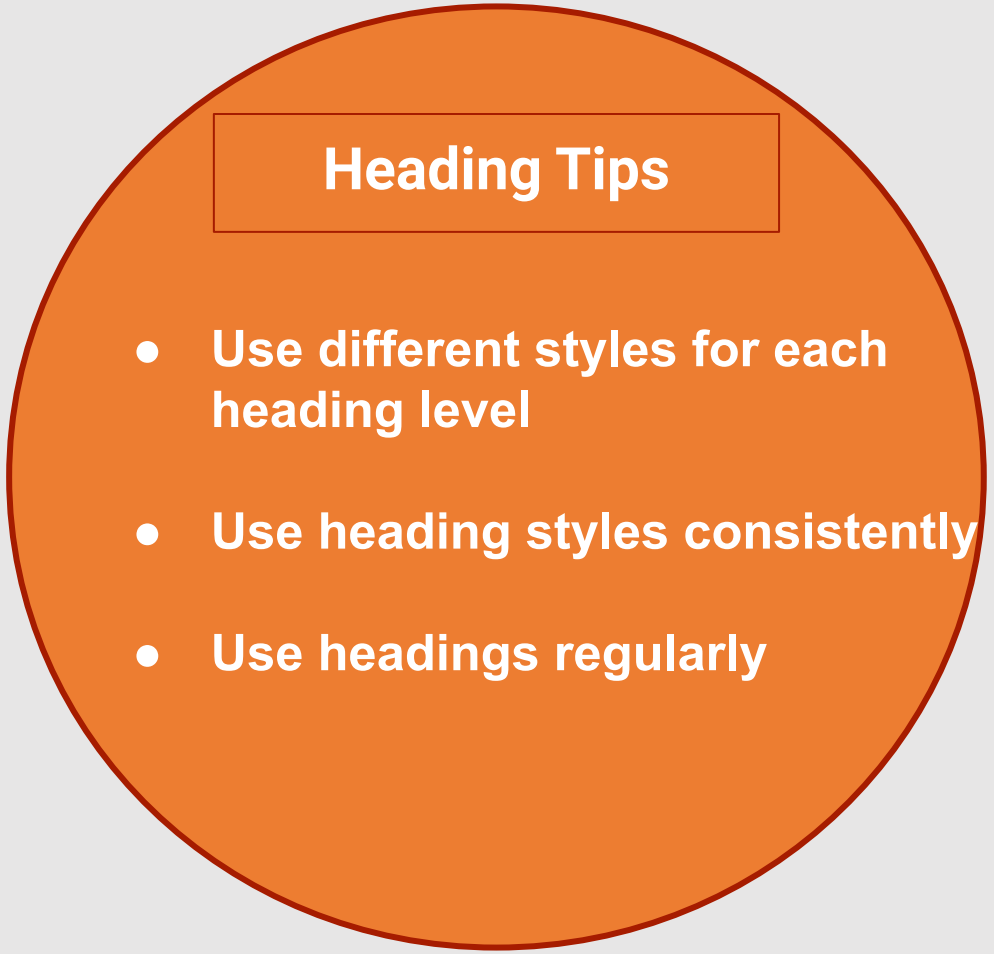
Do NOT indent paragraphs.

Headings

Heading 1

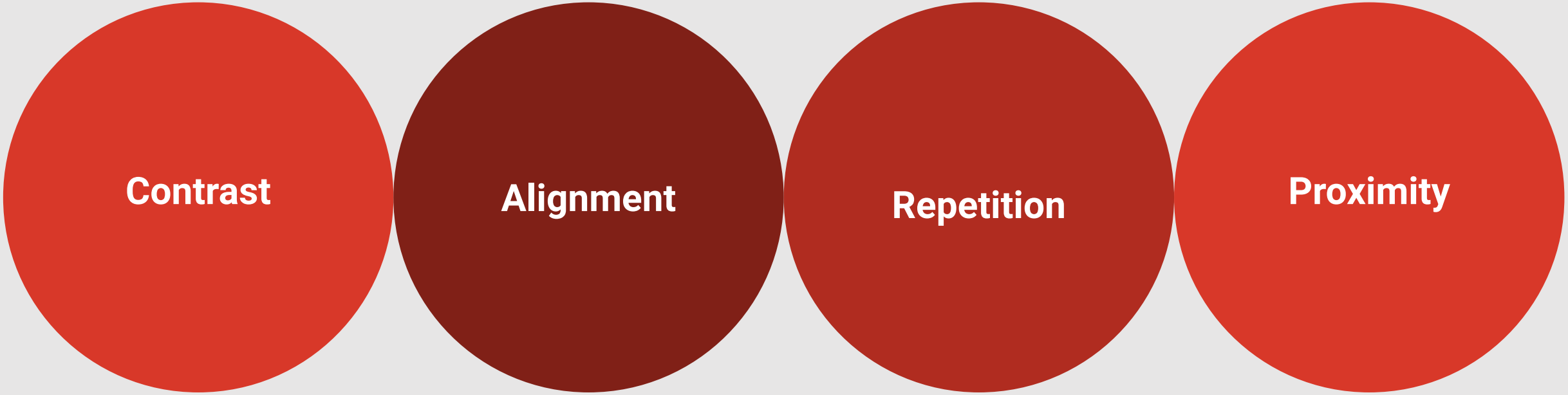
Heading 2

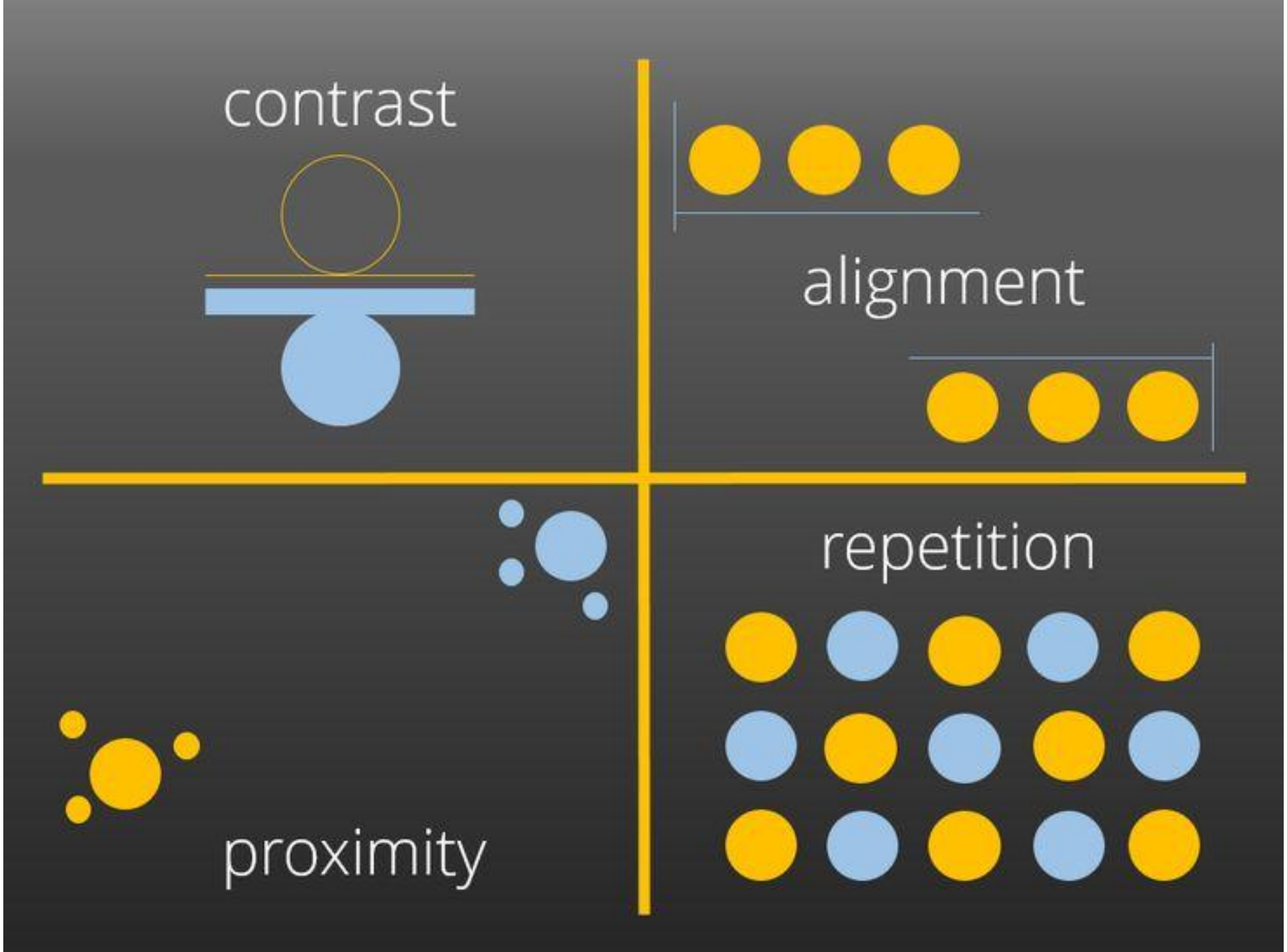
Heading 3



Citation Format *IF* Needed

Document Design Considerations




contrast
alignment
repetition
proximity

Visuals

Visuals Introduction

Visual Introductions

One measure of social disadvantage is relative access to primary health care. As Table 1 shows, in comparison to Capital City residents, City X's residents have significantly lower per capita access to both general practitioners and pharmacists.

Set context for visual

Introduced by name and number

Explained what visual will show

Example of Table

Label tables above.
"Table Top"

Table 1: Access to primary care providers in rural City X is significantly lower than in Capital City.

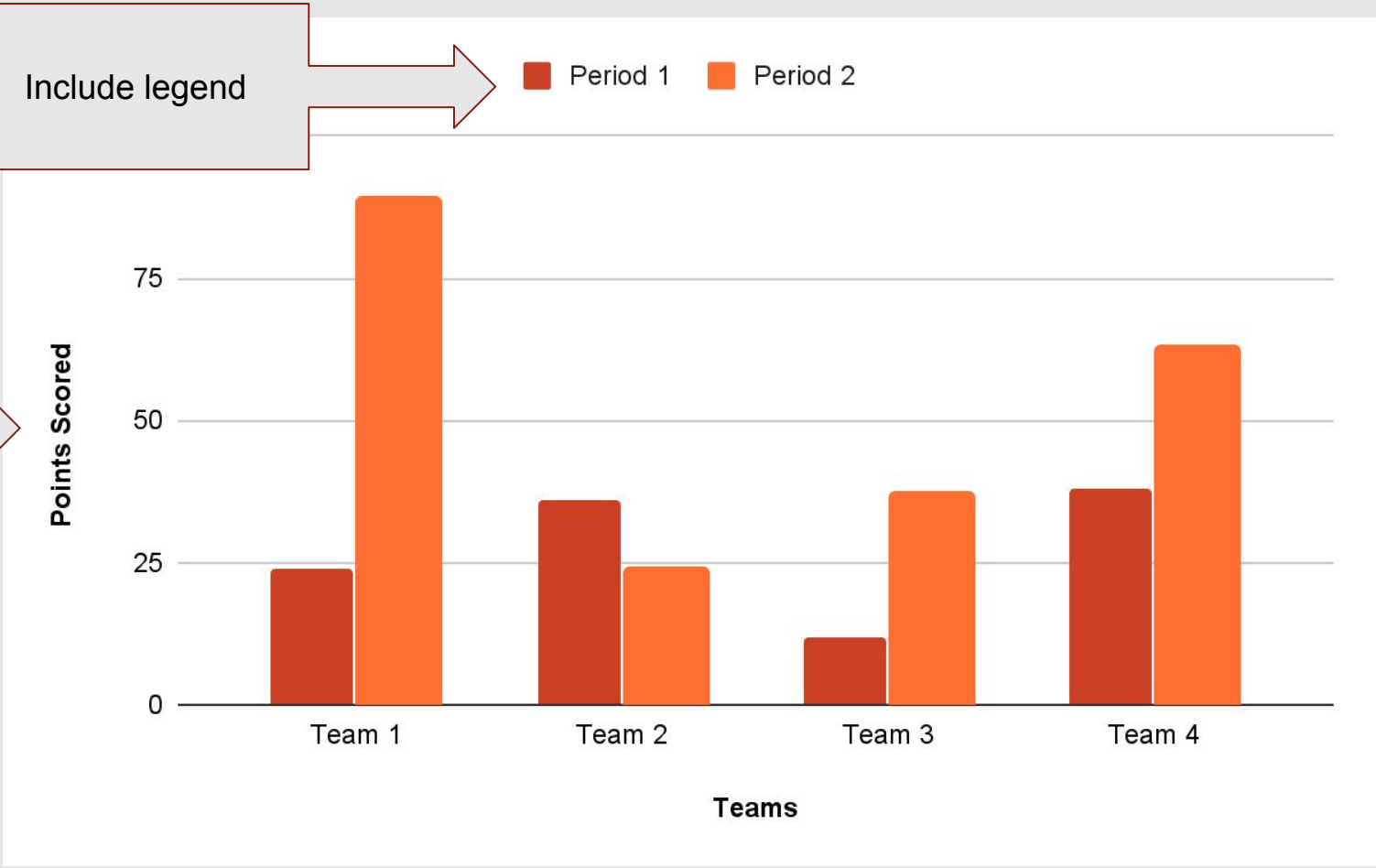
Primary Care Providers per Capita	City X	Capital City
General Practitioners per 100,000	75.6	103.4
Pharmacists per 100,000	52.5	62.5

Right align numbers in tables.

Example of Figure

Include legend

Label x/y



Label figures below. "Figures on the Floor"

Figure 1: Points scored per team during Periods 1 and 2

Sentence after Visual

Table 1 suggests that there are disparities in available health services between City X and Capital City; therefore, governments should look at ways of encouraging more doctors and pharmacists to move to rural areas.

More Tips for Visuals

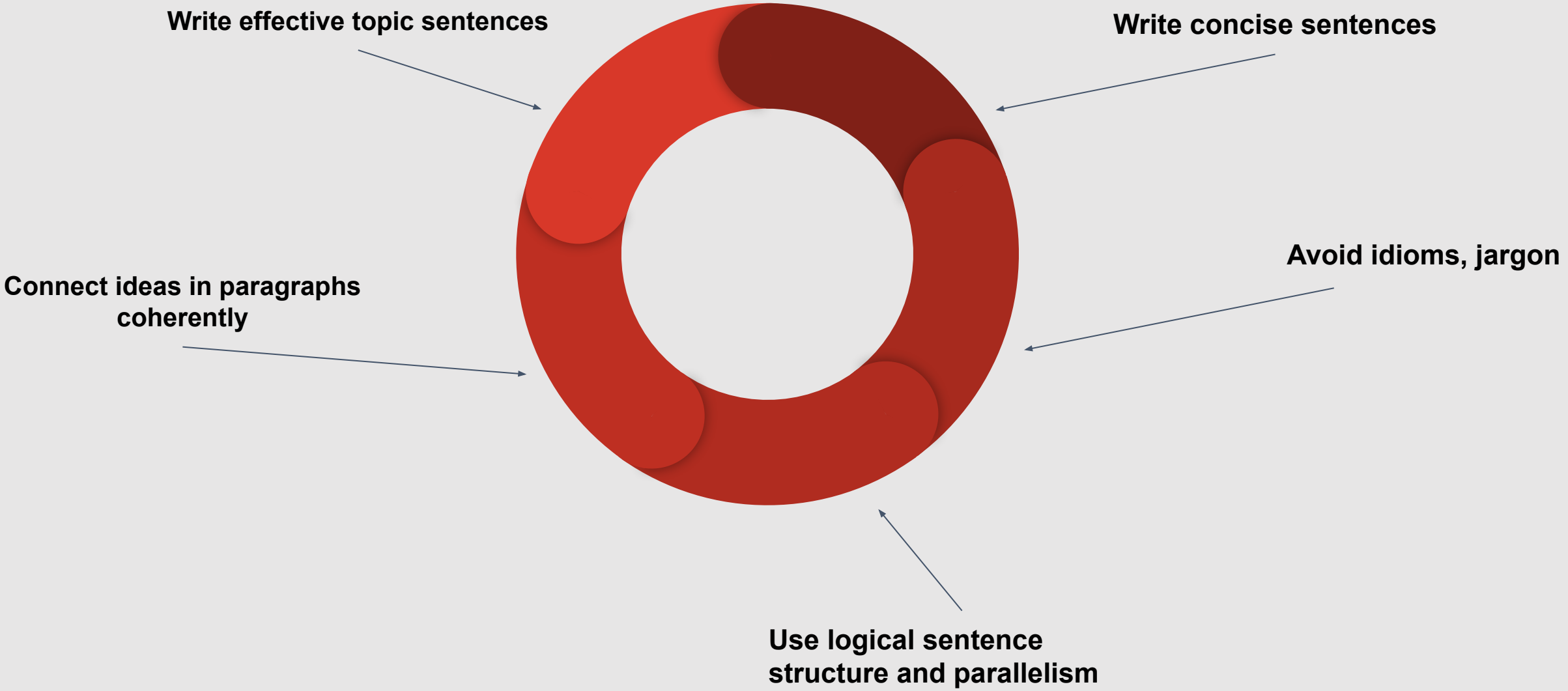
- **Make sure colors complement report** ✓
- **Keep visuals close to introductions** ✓
- **Recreate visuals in Word or Excel** ✓
- **Size visuals appropriately** ✓
- **Label tables and figures separately** ✓

Avoid variable names in visuals.

Avoid splitting visuals between 2 pages.

Writing Style

Writing Style Tips

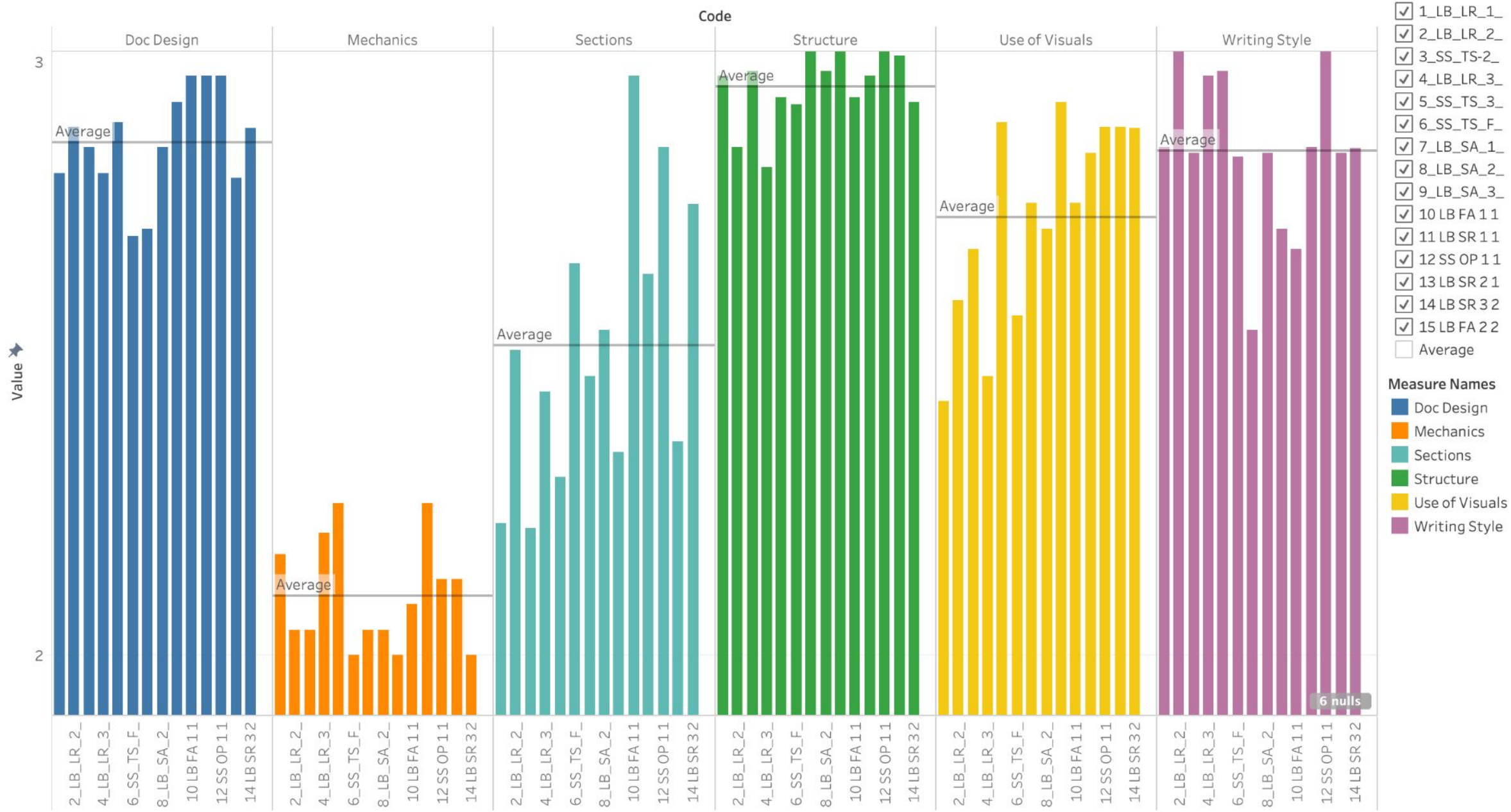


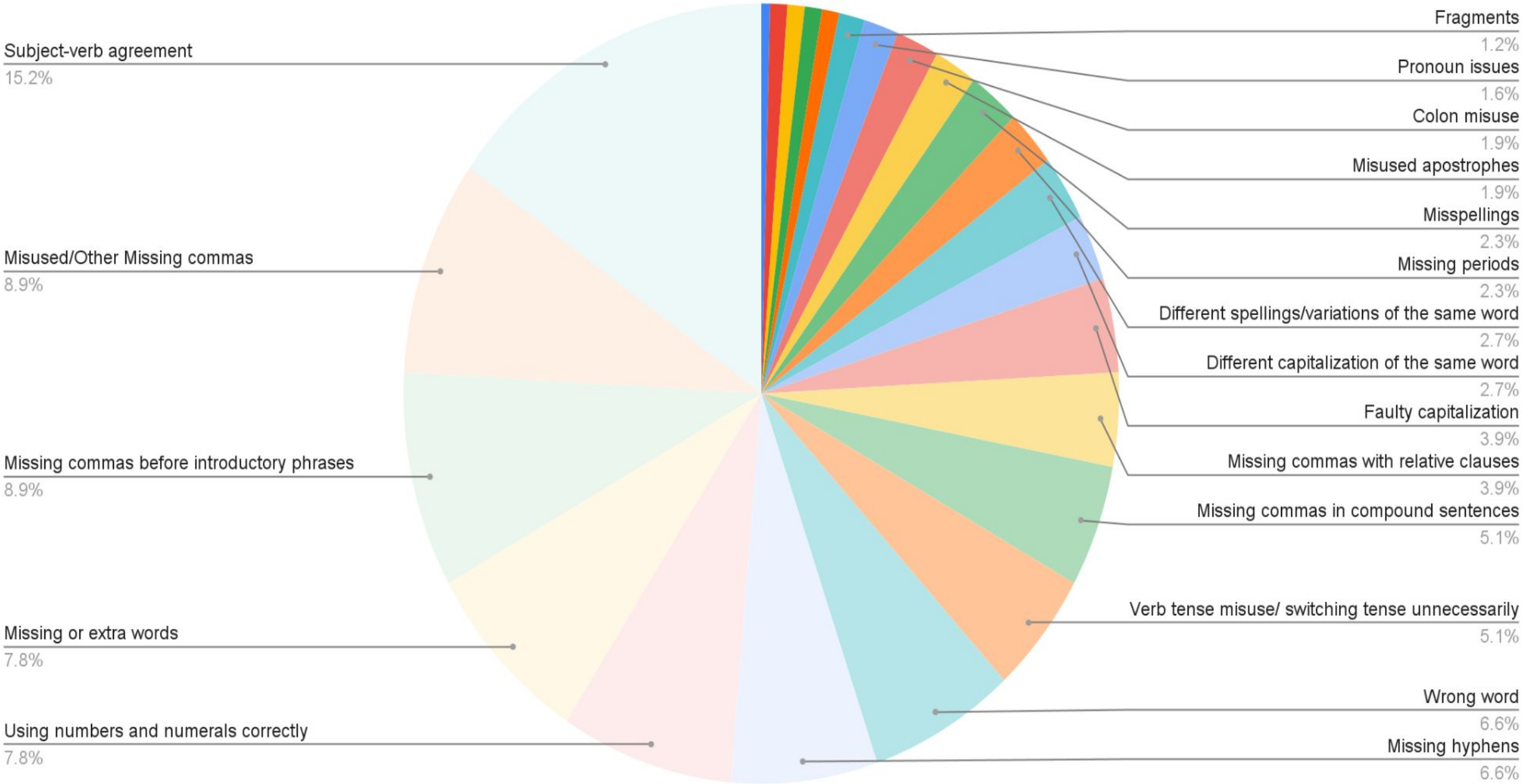
Style Guide & Writing Style

- Write one to ten like this; write 11+ like this
- Avoid code snippets in homework reports
- Use consistent terminology
- Use the Oxford or serial comma
- Do not use contractions

Mechanics

Homework Class of 2021




Subject-verb agreement
15.2%
Misused/Other Missing commas
8.9%
Missing commas before introductory phrases
8.9%
Missing or extra words
7.8%
Using numbers and numerals correctly
7.8%
Fragments
1.2%
Pronoun issues
1.6%
Colon misuse
1.9%
Misused apostrophes
1.9%
Misspellings
2.3%
Missing periods
2.3%
Different spellings/variations of the same word
2.7%
Different capitalization of the same word
2.7%
Faulty capitalization
3.9%
Missing commas with relative clauses
3.9%
Missing commas in compound sentences
5.1%
Verb tense misuse/ switching tense unnecessarily
5.1%
Wrong word
6.6%
Missing hyphens
6.6%

Mechanics Help

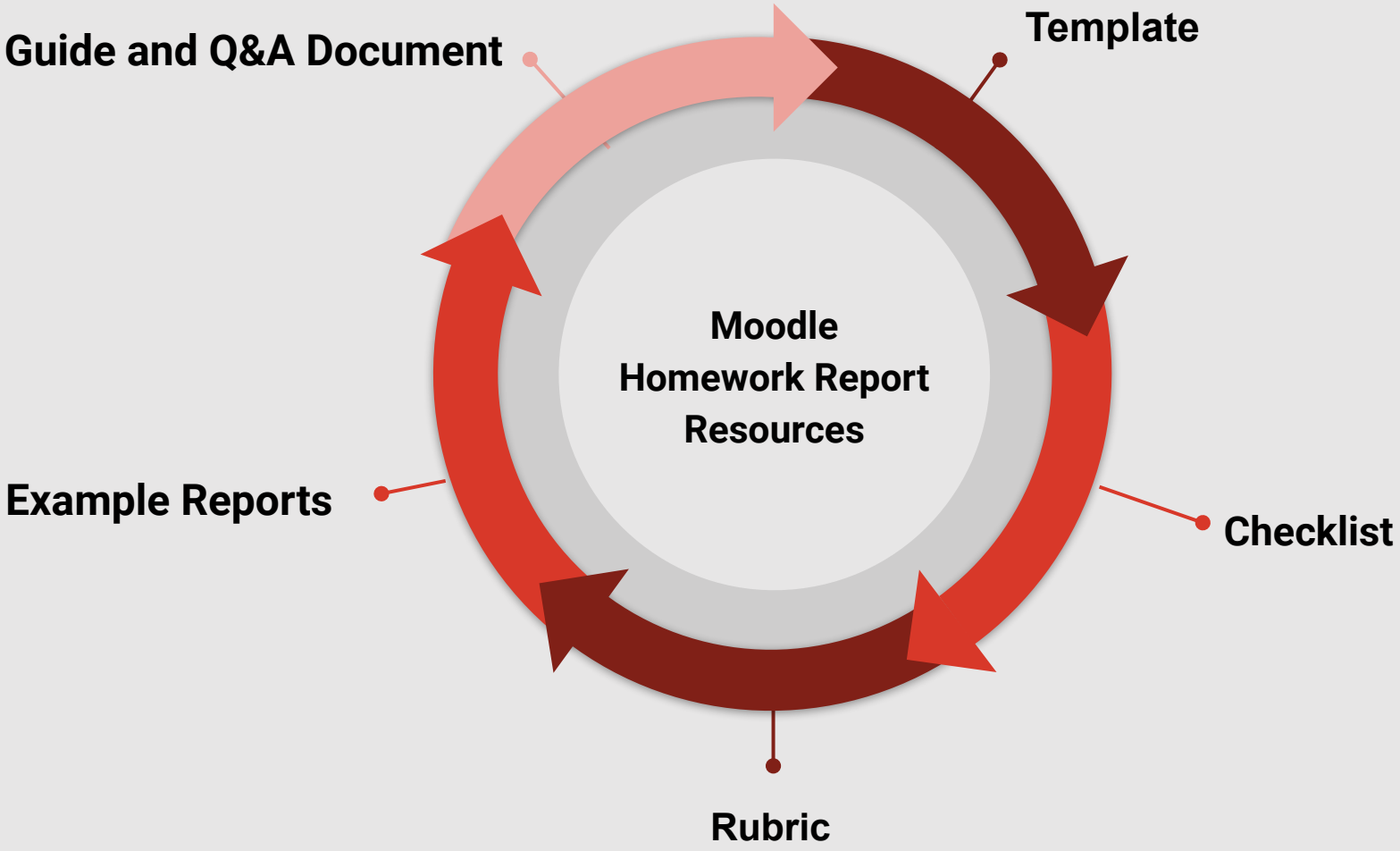
Adjust Grammar Check Settings

Use Grammarly

Use IAA Grammar Resources

Resources & Questions

Homework Report Resources on Moodle



[Concision, Precision, Revision Slides]

Team Peer Review Resources

Shared Document

Your homework report is the work of **ALL** the members of your team.

Each member owns the document.

Each member gets the grade for the shared document.

Review YOUR team's document only.

Critical & Creative Thinking

Avoid LGTM (Looks Good To Me!)

Use the Critical & Creative Thinking checklist to ground your discussion and peer review (within your homework team).

Homework Checklist

Use the Homework Checklist to plan, check, and verify your report.

Each item should be **initialed** by the person who checked it.

Submit your initialed checklist at the end of your homework report document.

One person submits to AA 502. Tech Comm returns feedback to HMWK Team Lead.

Questions