

# **THE COMPUTING INDUSTRY**

## **WEEK 2 REPORT WRITING**

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(please add "computing industry" in the subject line when emailing me)

# AGENDA

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What is a work report

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Skills Required

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Language use

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Structure

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Process

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Researching

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Referencing

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Plagiarism

# WHAT IS A WORK REPORT

- Formal document
- Related to your specific job/role
- Directed to a specific audience
- Has a defined scope
- Many different types
  - Daily reports
  - Sales report
  - Data analysis report
  - Proposals
  - etc.



# SKILLS REQUIRED

- Communication
- Design
- Independent research
- Understanding
- Attention to detail



# LANGUAGE USE

- Develop and outline
- Consider your audience
- Use an active voice
  - The car was hit by the truck – passive
  - The car hit the truck – active
- Be formal
  - "It is Recommended" rather than "I recommend"
- Avoid jargon
- Avoid long 'wordy' sentences
- Support your statements
  - Support claims with facts
  - MUST use references

**Bad:** We must endeavour to utilise all of our resources to the maximum advantage.

**Good:** We must try to use our resources to the full.

"Partial restructuring of information transmission procedures."

**to communicate (?) that...**

"The notice board was moved to a new location"

# STRUCTURE

- Title
- TOC
- Executive Summary
- Business use case (if report is a proposal)
- Introduction
- Body
  - The body can have as many sections or sub-headings as is needed
- Conclusion



# STRUCTURE - DETAIL

- **Executive Summary**
  - **Brief summary of the contents**
  - **Can be good idea to write this last**
  - **Should be short and cover key points**
- **Business Use case**

# STRUCTURE - DETAIL

- Introduction
  - Sets out what you intend to say
  - Provides a brief summary of the problem under discussion
  - Should also briefly mention conclusions
- Body
  - Split into sections / sub-headings for each area or theme
  - Try to layout the main issue for each theme
  - All content should be related the brief or subject being discussed



# STRUCTURE - DETAIL

- Conclusion
  - Set out what you conclude from the analysis
  - Sets out references drawn from the information
  - Can provide info on next steps
  - Might consider a recommendations section
- Overall
  - If it is not relevant, do not include it
  - Ensure the report fulfils its purpose
  - Check typos, spelling and grammar

# PROCESS

- Identify the purpose of writing the report
  - E.g., *why are you writing it?*
- Identify the audience
  - E.g., *who are you writing it for?*
- Plan each section – this is a key step
- Write each section
- Relate findings to research / topic
- Edit and proofread

# RESEARCHING

- Listing
- Brainstorming
- Mind maps
- Outline plan
- Use a table

Note: not all reports require all sections listed here. This is an example of a more formal report.

Report Structure		Report Sections
Begin	Introduction	<ul style="list-style-type: none"><li>• Title page</li><li>• Table of Contents</li><li>• Executive Summary</li><li>• Introduction</li></ul>
Middle	Main body – set out your findings in a logical order	<ul style="list-style-type: none"><li>• Findings / Research presented with clear headings and sub-headings</li><li>• Use cases</li><li>• Methods</li><li>• Results</li><li>• Discussion of Results (if any)</li></ul>
End	Conclusions / recommendations	<ul style="list-style-type: none"><li>• Conclusions</li><li>• Recommendations</li><li>• Appendices</li><li>• Bibliography</li></ul>

# REFERENCING

- Referencing is a way of acknowledging sources of information and ideas that you have used
- Wikipedia **MUST NOT** be used as source material or referenced!
- Template example for online text

Author Surname, Initial(s) Year (page created or revised), Title of page, Publisher (if applicable),  
viewed Day Month Year, <URL>.

Example: <https://plato.stanford.edu/entries/ethics-ai/>

Muller, V.C., 2021, *Ethics of Artificial Intelligence and Robotics (Stanford Encyclopedia of Philosophy)*,  
viewed 4 June 2021, <https://plato.stanford.edu/entries/ethics-ai/>

Visit <https://libguides.ncirl.ie/referencingandavoidingplagiarism> for a complete guide!

# PLAGIARISM

- Do not copy material from external sources without adding a proper reference!
- Do not pass off work as your own or assume that the reader knows already!
  - You are expected to research and incorporate your own ideas
- Do not expect the reader to do the research for you!
- Write in your own words!

# EXERCISE – HOW TO MAKE (THE MOST DISGUSTING) SANDWICH IN THE WORLD

We will split into groups of 3 to 4 students (self-assigned) and your task is to write a short report on how to make the most disgusting sandwich in the world, i.e., instructions

The report should include:

- Title
- Ingredients
- Potential risks
- Steps to make the sandwich
- A diagram – you can draw one yourself or find one online

Time limit: 10 minutes

## Discussion:

Share the report with the rest of the class on Teams and discuss it – e.g., format, information provided, judgement on disgusting sandwich :-), ease of understanding, etc.

