Report Sections II
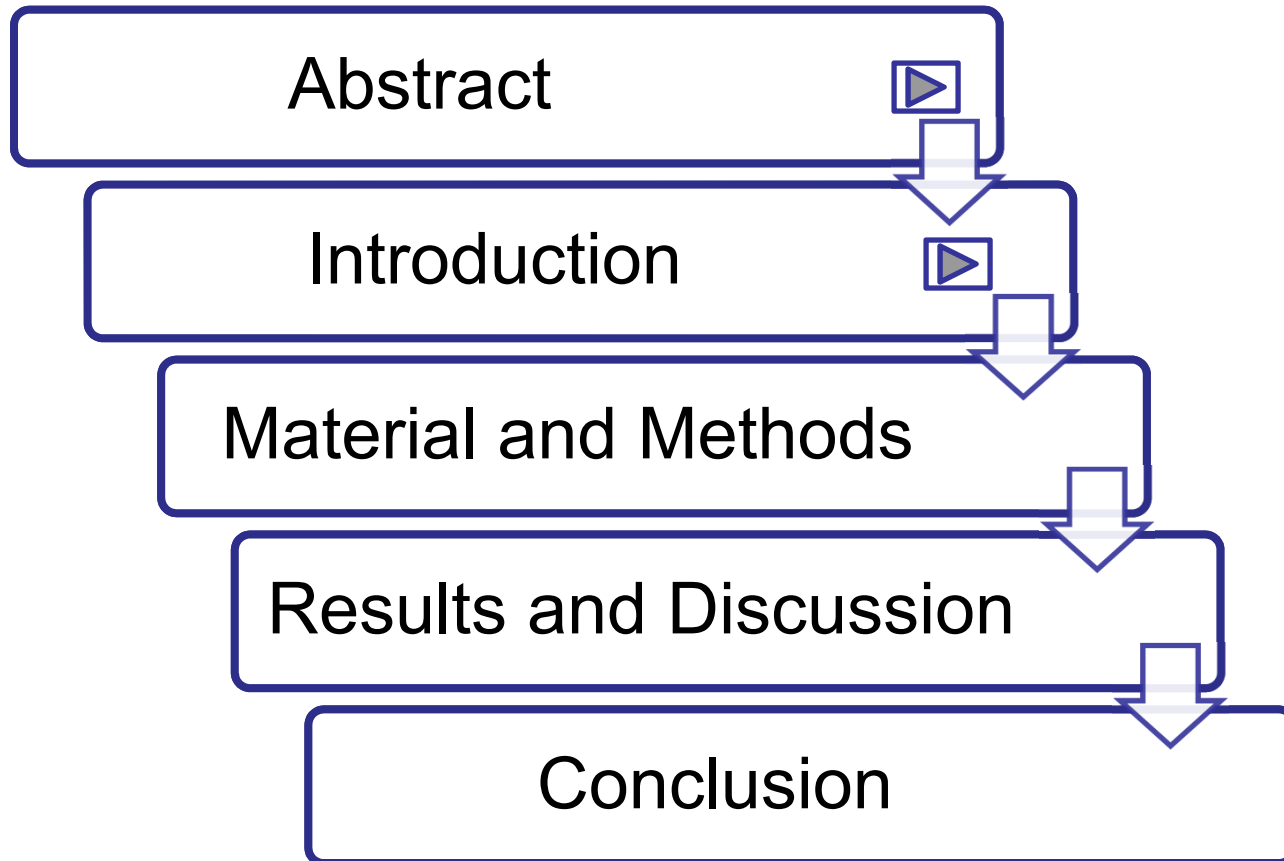## (Report Body and Lists)

Dr. Wedad Hussein
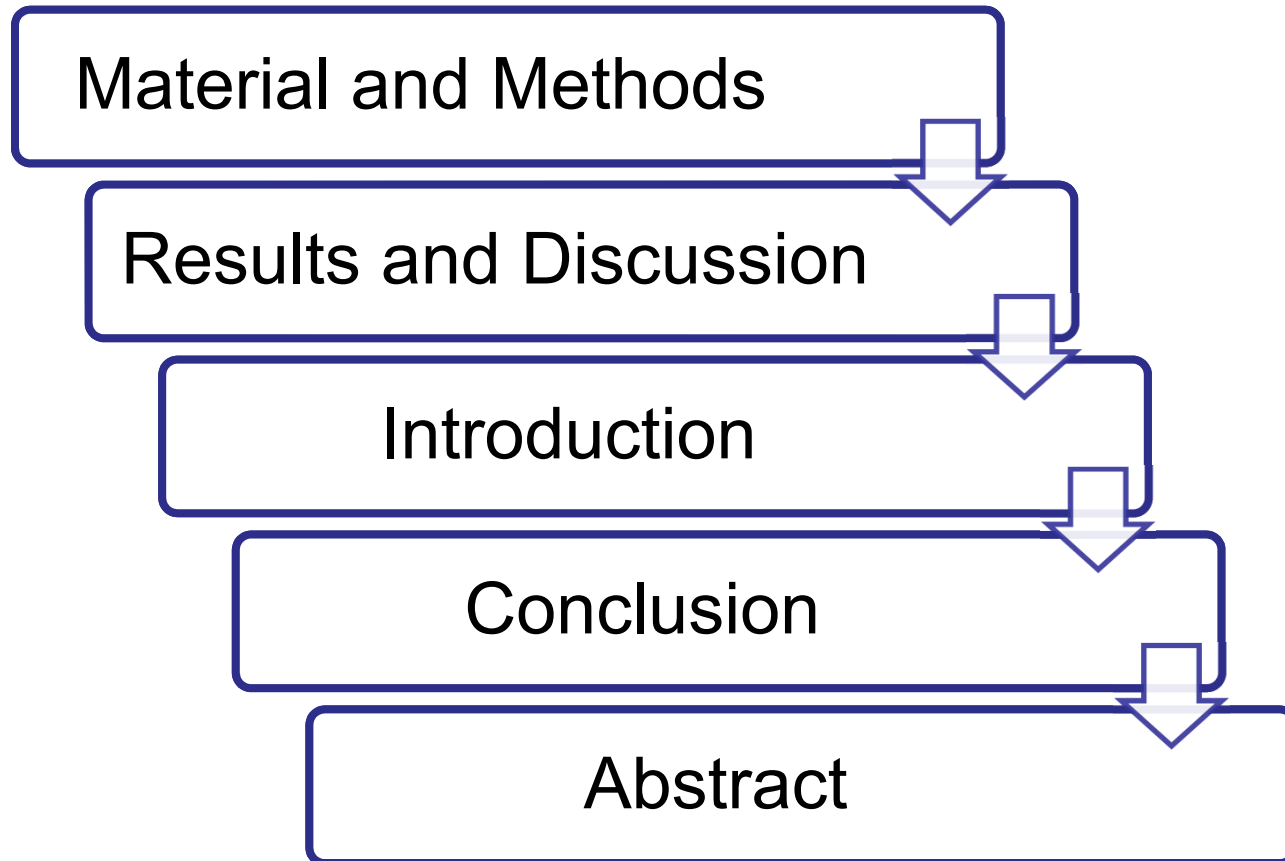
Information Systems Department
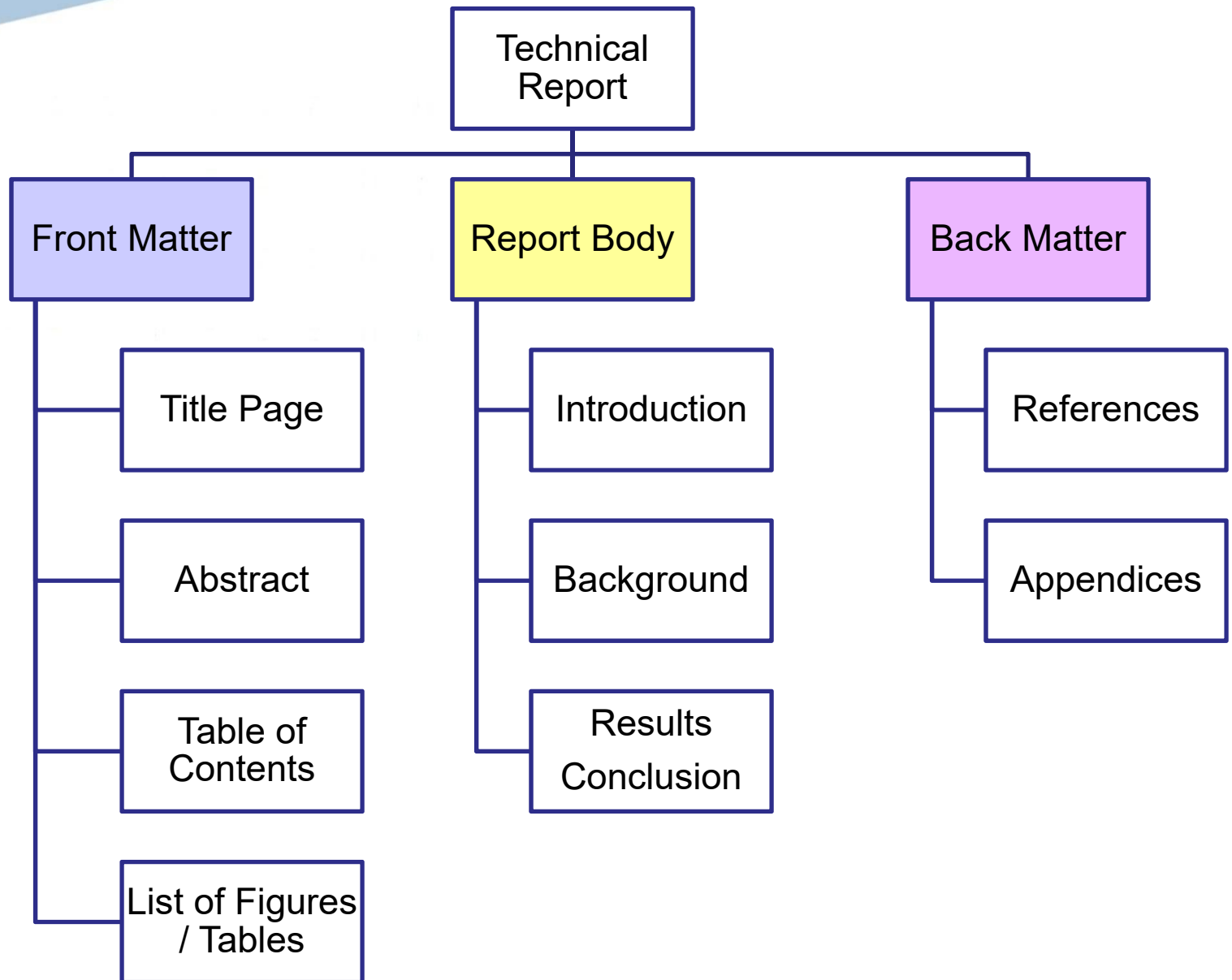
wedad.hussein@fcis.asu.edu.eg

Recap: Report Sections

Abstract

Introduction

Material and Methods

Results and Discussion

Conclusion

Writing Order

Material and Methods

Results and Discussion

Introduction

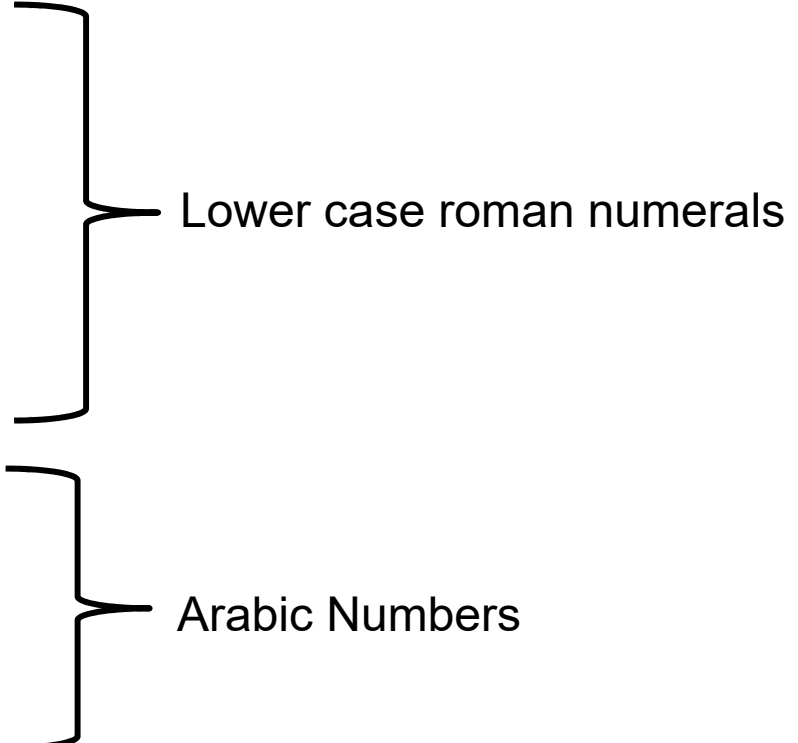Conclusion

Abstract

Front Matter

Title Page

- Report title.

- Who the report was prepared for.

- Who the report was prepared by.

- Date of submission.

Table of Contents

- They show:
  - What topics are covered in the report.
  - How those topics are discussed.
  - On which page numbers the sections and subsections start.
- Use indentation for a clear view.

e.g.

Page Numbering

- Title Page (not numbered)
- Abstract
- Table of Contents
- List of Figures
- List of Tables
- List of Abbreviations
- Introduction
- Body
- Conclusion
- References

Lower case roman numerals

Arabic Numbers

Section Numbering

Decimal system

2. Results and Discussion
  2.1   Frequency of recycling
  2.2   Reasons for not recycling
        2.2.1   Inconvenient location of
                 recycling bins
        2.2.2   Inadequate encouragement
                 to recycle
  2.3   Ways to improve recycling

Section Numbering

Alphanumeric system

A. Results and Discussion
  i)   Frequency of recycling
  ii) Reasons for not recycling
       a) Inconvenient location of recycling bins
       b) Inadequate encouragement to recycle
  iii) Ways to improve recycling

Headings / Sub-Headings

1. Should be specific, self-explanatory, and precise.
✓ Introduction to Windows Vista
✗ Introduction

2. Ensure that the heading fits in a single line

3. Every word in the heading should be in proper case.
✓ Guidelines for Technical Documentation
✗ Guidelines for technical documentation

Headings / Sub-Headings Cont.

4.   Avoid articles in headings.

✓ Introduction to Windows Vista

X An Introduction to Windows Vista

5.   Avoid special characters in headings.

✓   White Papers

X What are White Papers?

6.   Keep the heading levels to a maximum of three.

 X 1 Introduction to Windows Vista

  1.1 ………..

  1.1.1 ……………

  1.1.1.1 ………………

List of Figures and Tables

- Readers use them to find the illustrations, diagrams, tables, and charts in your report.

- For longer reports, create separate lists of figures and tables.

e.g.

Report Body

Grouping your Information

Synthesis grid

Source	Definitions of communication apprehension	Types of communication apprehension	Causes of communication apprehension	Effect on individual	Useful quotes & page no.
Source A					
Source B					
Source C					
Source D					
Source E					

Grouping your Information

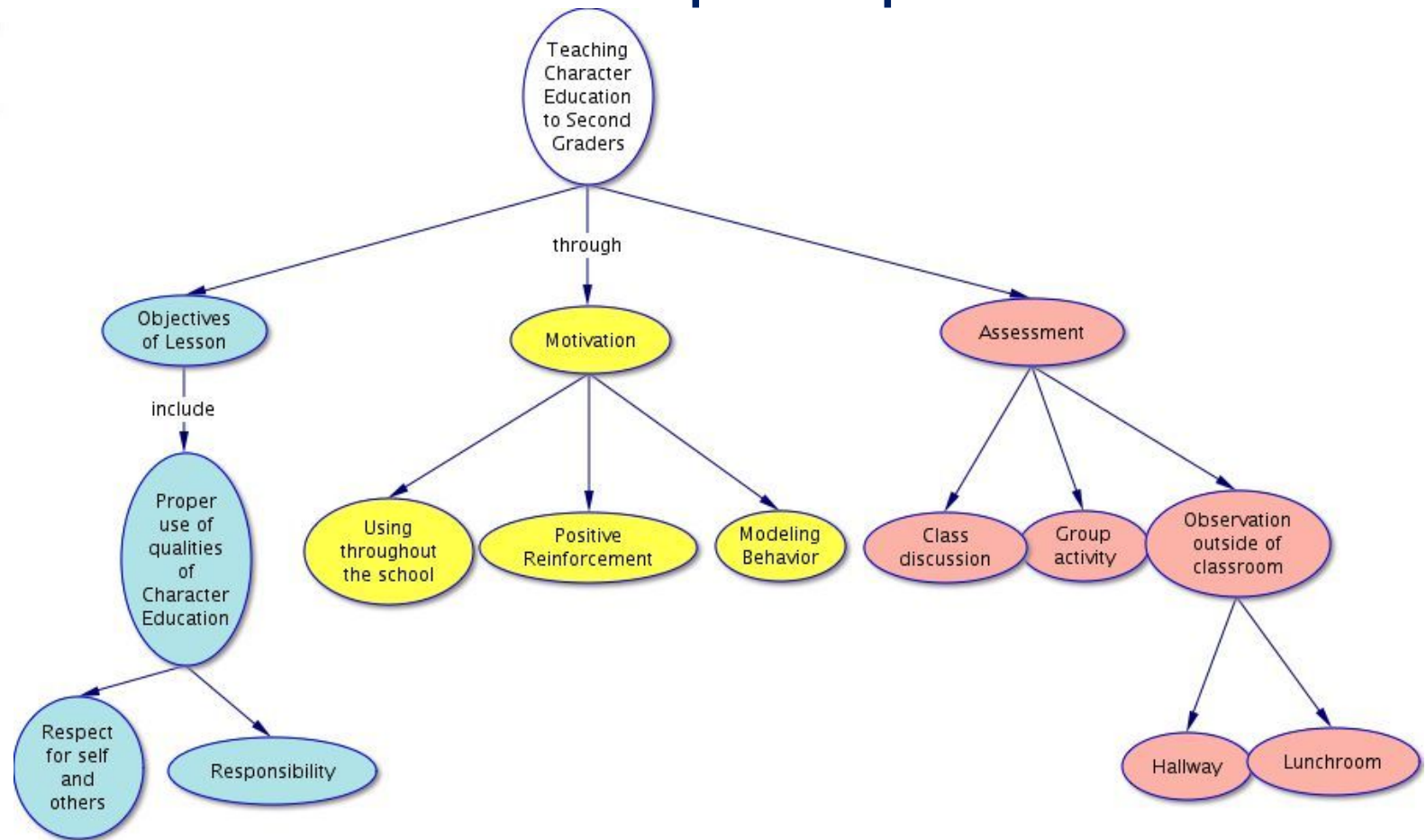## Mind Map
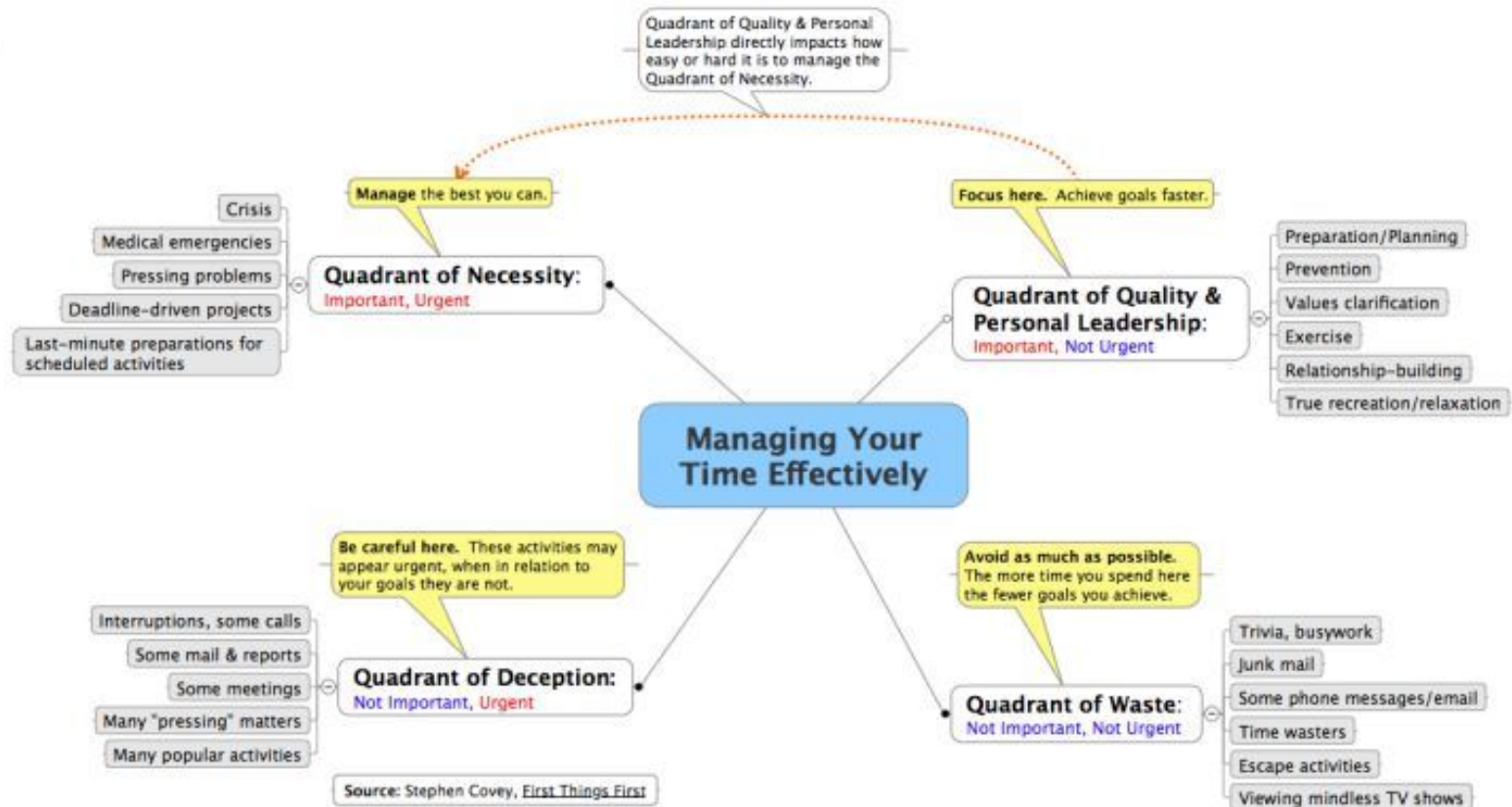
Grouping your Information

Concept Map

Paragraph Guidelines

- **Unity**
  - The entire paragraph should concern itself with a single focus.
- **Coherence**
  - The same idea of a topic is carried over from sentence to sentence.
  - Successive sentences can be constructed in parallel form (same tense).
  - Transition words can be used to link ideas from different sentences.

Paragraph Structure

1. Topic Sentence

   ◆ Introduce and clearly state the main idea.

   ◆ Preview for the reader the kinds of information that the rest of the paragraph is likely to contain.

   ◆ To link back to the immediately preceding argument.

Paragraph Structure Cont.

2. Development Sentence(s)

   ♦ Elaborate the new idea or point that you have introduced.

3. Concluding Sentence

   ♦ Round off what you have said so far in your paragraph

   ♦ Link the current paragraph to the next paragraph

Example

My hometown is famous for several amazing natural features. First, it is noted for the Wheaton River, which is very wide and beautiful. Also, on the other side of the town is Wheaton Hill, which is unusual because it is very steep. The third amazing feature is the Big Old Tree. This tree stands two hundred feet tall and is probably about six hundred years old. These three landmarks are truly amazing and make my hometown a famous place.

Criticize

- Topic Sentences:
  1. My hometown is famous because it is located by Wheaton River, which is very wide, and because it is built near an unusually steep hill called Wheaton Hill.
  2. There are two reasons why some people like to buy cars with automatic transmission and two reasons why others like cars with manual transmission.
  3. Clouds are white.

Cause and Effect Paragraph

In recent decades, cities have grown so large that now about 50% of the Earth's population lives in urban areas. There are several reasons for this occurrence. First, the increasing industrialization of the nineteenth century resulted in the creation of many factory jobs, which tended to be located in cities. These jobs, with their promise of a better material life, attracted many people from rural areas. Second, there were many schools established to educate the children of the new factory laborers. The promise of a better education persuaded many families to leave farming communities and move to the cities. Finally, as the cities grew, people established places of leisure, entertainment, and culture, such as sports stadiums, theaters, and museums. For many people, these facilities made city life appear more interesting than life on the farm, and therefore drew them away from rural communities.

Comparison Paragraph

My hometown and my college town have several things in common. First, both are small rural communities. For example, my hometown, Gridlock, has a population of only about 10,000 people. Similarly, my college town, Subnormal, consists of about 11,000 local residents. This population swells to 15,000 people when the college students are attending classes. A second way in which these two towns are similar is that they are both located in rural areas. Gridlock is surrounded by many acres of farmland which is devoted mainly to growing corn and soybeans. In the same way, Subnormal lies in the center of farmland which is used to raise hogs and cattle . . . .

Contrast Paragraph

Even though Arizona and Rhode Island are both states of the U.S., they are strikingly different in many ways. For example, the physical size of each state is different. Arizona is large, having an area of 114,000 square miles, whereas Rhode Island is only about a tenth the size, having an area of only 1,214 square miles. Another difference is in the size of the population of each state. Arizona has about four million people living in it, but Rhode Island has less than one million. The two states also differ in the kinds of natural environments that each has....

Long Paragraphs

Does everything in my paragraph relate to the same idea?

If Not:

- ♦ Subdivide the paragraph by identifying more than one idea.
- ♦ Re-paragraph around each identified idea.

If so:

- ♦ look for ways of subdividing the information into shorter paragraphs.
- ♦ Rewrite the information to a certain extent to make sure that your new paragraphs link well to each other.

Short Paragraphs

Have I really identified a major new idea/point in each paragraph?

If Not:

- ♦ look for ways of regrouping your information by incorporating it into the preceding or following paragraph.

Have I developed each idea adequately within the paragraph?

If Not:

- ♦ extend your paragraphs by further elaborating and supporting each idea.

Tables & Figures

Guidelines

- Numbered in separate series (e.g., Table 1, Table 2, Figure 1, Table 3, Figure 2).
- Informatively titled.
- Properly formatted, with the title for tables above and that for figures below
- Referred to and discussed in the body of the report.
- Place them immediately after first mention.
- Accompanied by a source citation, if the information was borrowed or adapted.
- All units should be clearly indicated.

Referring to Tables

- Table 1 lists the project benefits for the various stakeholders: company, clients, and suppliers.

- Improving the planning process has several advantages to both the company and its customers (Table 1).

- As shown in Table 1, implementation of the proposed process improvements will benefit not only the firm but also its clients.

- As shown in Table 1, on the following page, implementation of the proposed process improvements will benefit not only the company but also its customers.

Referring to Figures

- Figure 3 depicts the company's current recycling waste stream.

- With only minor design changes, the efficiency of the pumping mechanism can be significantly improved (Fig. 4).

- As shown in Fig. 5 below, the proposed design changes will increase product efficiency and decrease manufacturing costs.

Don't

2.1 Extent of Knowledge of CPR

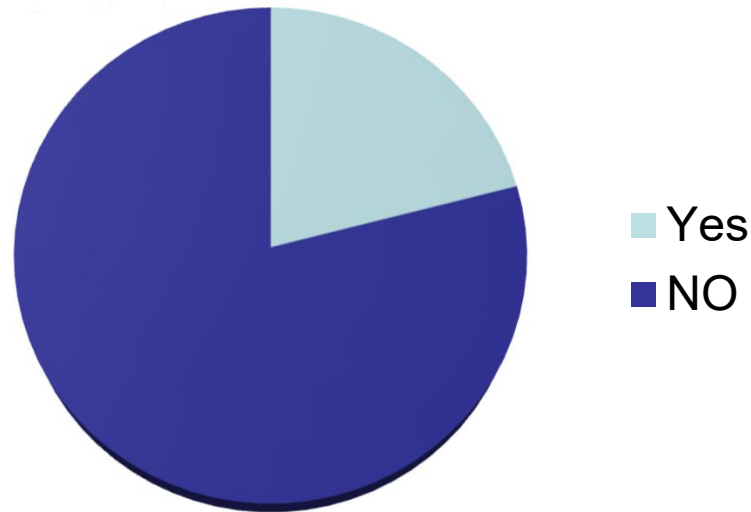Legend: Yes, NO

Fig. 2 Percentage of respondents who know how to do CPR

Do

2.1 Extent of Knowledge of CPR

As can be seen from Figure 2, only 21% of the respondents reported knowing how to administer CPR.
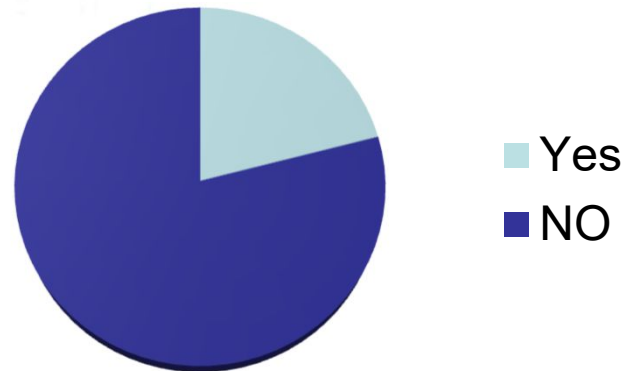

Fig. 2 Percentage of respondents who know how to do CPR

This is a surprising finding considering the many opportunities offered to the public to learn emergency procedures. This finding may also be deemed worrying given that government efforts to train the public to be ready for emergencies are central to the concept of total defense.

Equations

- Centre the equation on the page
- Place the equation number in round brackets at the right-hand margin
- In the text of your report, refer to the equations as either Eq. (1) or equation (1).
- If this is a very long report (containing multiple chapters) number equations as chapter#.Equation#.

$$D_{pc} = \alpha \, D_{up} + \beta \, D_{uc} \qquad\qquad (1)$$

Styling Tips

Styles

- Use clear typefaces, such as Times New Roman or Arial.

- Avoid using more than one typeface in a document.

- Use bold section headings for emphasis.

- Use white space to enhance your information.

When to Use Tables

- To show many and precise numerical values in a small space.

	Min. Support	0.01%	0.015%	0.02%	0.025%	Average
Accuracy	All Patterns Search	19.2	19.2	18.9	18	18.8
	User-page matrix	22.1	21.5	21.1	20.3	21.2
	Improvement %	15.1	12	11.6	12.8	12.8
	User-concept matrix	25.2	25.1	24.9	24.5	25
	Improvement %	14	16.7	18	20.7	33

When to Use Tables

- To compare and contrast data values or characteristics among related items.

Criteria	Collaborative Filtering	Usage Mining
Scalability	Store large amounts of data	Only store frequent patterns
New data	Incorporated easily	Models need to be incremental
Individuality	Recommendations tailored to individual users.	Generalized predictions / anonymous users
Prediction Time	High	Low

When to Use Tables

- To show the presence or absence of specific characteristics.

wallpaper_sizes

wallpaper_id	desktop	phone	tablet
1	✓		✓
2		✓	
3	✓	✓	
4	✓		✓

When to Use Figures

- To show trends and relationships when general patterns are more important than specific data.

- To summarize results.

- To present a visual explanation of a sequence of events.

e.g.

When to Use Text

- When you don't have extensive data to present.

- When putting data in a table means creating a table with 2 or less columns.

Fonts

48 point $\longrightarrow$ **posters**

36 point

24 point $\longrightarrow$ **presentation slides**

18 point $\longrightarrow$ **titles**

14 point

12 point $\longrightarrow$ **text**

10 point

8 point $\longrightarrow$ **footnotes**

Thank you