

# **Introduction to Multimedia**

## **Writing a Formal Report: A Guide**

This is a rough guideline to writing a formal report. It should not be taken verbatim. It provides you with a set of basic concepts to allow you to write your report as a part of your Introduction to Multimedia coursework.

You do NOT have to answer every question on this page. Equally, just answering questions on this page and not including anything extra is not recommended.

Use these guidelines to produce a report to show your understanding of the project that you have implemented.

### **Title Page**

Every formal report should have a title page. This should include the title of the report, your candidate number, module title, degree title and the date of submission.

### **1. Introduction**

Introduce the report. What does it entail? What module is it for? What will your report demonstrate? This doesn't need to be too long for this report a paragraph will do.

### **2. Design and Development**

Describe the actions that you undertook in your project and the features that you have implemented. It would be a good idea to split this section into two sub-sections – Website Development and Animation Development.

#### **2.1 Website Development**

Discuss design decisions and choices. Why did you use certain colours? Why did you use the particular navigation system? Why have you structured the information in the way you have? Outline the work you carried out using Dreamweaver, HTML5, CSS, etc., but don't make your report into a set of "I did this, then I did that..." sentences. Be sure to include details of any additional parts that you have included e.g. "I used javascript to..." or "I added these extra pages..."

#### **2.2 Animation Development**

How did you go about designing and developing your animation? Did you follow all of the set criteria in the project brief, if so where in your animation have you shown these? Essentially, you have to show that you carried out the work in your project and have a good firm grasp of the applications you used. I do not want a description of the development environment or a "I did this, then I did that..." description of what you did. But you do need to say where you implemented your shape change etc. and show that you understand what you have done.

Be sure to include details of any additional parts or functionality that you have added to your animation.

### 3. Conclusion

Did your project achieve its aim? Was it successful? What further work would you carry out to enhance it?

### 4. References

This should be a list of references for sources of information/materials/code that you used during your coursework development. For example, did you use any tutorials, or code from the web? If so they should be commented on in the appropriate place in your report and the reference put here. See the University guidelines on referencing: <http://www.sussex.ac.uk/library/infosuss/referencing/>

### Other notes

Use numbered sections (as I have done) to break your report into a number of parts. Avoid writing in the first person. "This is my report. I did this. I did that." Instead use the third person... "This report outlines the work carried out as a part of..."

Include images where appropriate. If you are explaining your site's navigation system then a screenshot of the index page might be useful, as shown in Figure 1 below.

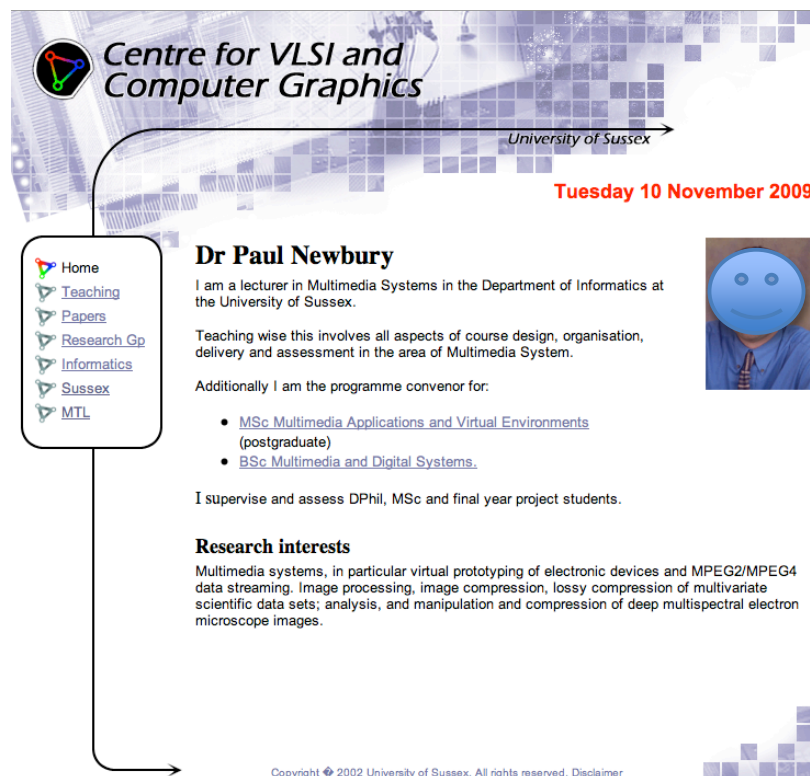


Figure 1. Example Homepage with vertical navigation bar.

Remember all figures should be centred with the text above and below and should have a figure number and a caption (as above).