

### **Some key points that you should consider before writing a report.**

**This document is based on the issues that we identified in previous individual reports**

#### **Abstract**

- No need to write about packages used.
- Do not write details about graphs and why you chose them.
- Write down the techniques that you have used and a summary of the findings.
- If you have performance measures of any models, it is better to mention them.

#### **Introduction**

- Write with a good flow.
- When presenting objectives, mention them clearly.
  - Eg 1: To forecast .....
  - Eg 2: To identify factors associated with ..... (If you want to identify factors associated with a certain variable, first you have to fit a model, then fitting model will not be a separate objective)
- Please do not list your methodology as objective. Some students have written so many objectives as (For eg) to assess whether there is any association between this variable X and variable Y, if you want to mention them, you can add them under methodology.

#### **LR**

- There are several accepted reference methods usually we use the APA style.
- Discuss the strengths and weaknesses of each method.
- Finally give a summary of what you obtained from the literature for YOUR study.

#### **Theory and Methodology**

- Do not include details of how to draw graphs / descriptions of graphs and very basic details.
- The methodology should have a proper flow based on the sequence of tasks that you have carried out.

#### **Descriptive Analysis**

- First give a general summary of the entire dataset and then go for the univariate analysis. Then go for the bivariate analysis. Eg: If your research about exploring studying patterns of university students, first state how many students were considered, then the proportion of female and male students, then from which areas do they come from likewise. Then one can get a general idea of the students in the sample.
- No need to mention details about graphs and not mention why you chose them. Eg: Some students have explained what a bar chart is, and they have given reasons for selecting a bar chart for that instant.
- No need to mention packages details or give codes. If you want to include codes, add them to the appendix.

- Label and number the figures and tables.

### **General Discussion**

- DO NOT just copy and paste from the descriptive analysis. Discuss what you have found.
- You can compare what you have found from the study with the results of the published work.
- Conclusions should be given very precisely.