SCC.360
Draft Report
Weeks 14, 15 and 16

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Draft Report: Outline

- No submission required. Not assessed.
- Prepare a report draft outline
- Use workshops to discuss the draft with your group + myself or the TAs.
- Use weeks 14, 15 and 16 to get as much feedback as you can.
- Use the feedback to update the draft and presentation and prepare for final report.
- questions about specific topics/aspects/issues should be addressed to me or the TAs.

Draft Report: Outline (cont.)

- **Feedback:** you'll receive verbal feedback on your draft. Make sure you have discussions with your group, myself and the TAs.
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- **In Class only:** do not email me a copy of your draft and do not share it online or with your classmates/group to avoid plagiarism issue.
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- **Objectives:** produce a draft of the final report which allows you to: "Get going" on your final report.

Feedback

- The feedback on the outline/draft will be **in the workshops only**, so please make sure you attend your designated workshop during **weeks 14 to 16**.

- You should by now know which group you are in..

- You'll read your peers' draft and provide some feedback, myself and the TAs will also give you feedback and comments. Again, do not share the file itself with your colleagues but have them read on your machine.

Report Draft: Guidance

- Fix the scope of your report
  - Keep the target audience and the topic in mind
- Narrow down the set of sources (from previous activity)
  - Know the ones that matter and understand them thoroughly
  - Ideally read the sources (especially academic papers) and:
    - Know how to judge the provenance
    - Distil the essence of the content
    - Set the source in a wider context
    - Know how to read selectively
- If in doubt, talk to your group/tutor/TA

Description

- (*Ensure that your sources are well chosen, Wikipedia is not a credible source neither a rejected source*)
- Consider carefully what you want to describe, and the order in which you want to present it
- Give enough detail to satisfy your purposes (to make a point, support and suggestion you propose), but not more
- Ensure that your descriptive material is well balanced in terms of detail and length
- Use clear, correct and unambiguous language
- Keep it *interesting*!

Analysis

- This is your opportunity to add value/ interest to mere descriptions
- Many forms of analysis/ classification/ argumentation are possible, e.g:
  - Historical – telling a story
    - e.g. based on identification of key epochs (e.g. pre/post WWW Internet)
  - Consideration of alternative approaches
    - e.g. in AI: PDP *versus* logic-based approaches
  - Consideration of orthogonal aspects
    - e.g. when for the design of the WWW, separate out networking and HCI
- Feature grid – specify which of the papers considered provide which of a set of interesting/relevant characteristics (*Could also apply any of the above in a nested way*)
- Different approaches will suit different topics
- Your approach may well also affect your structure, of course

Recommendations

- The nature of these will vary widely with your topic/ audience
- See the “Details-5” slide in Assignment Spec for Final Report
- Be sure that your conclusions/ recommendations are *considered* and *concrete*
    - *i.e. there is evidence/references backing up why your recommendation is more sensible (e.g. why limes are a more important dietary supplement than cider for seafaring individuals)*

Guidance Weeks 14, 15 and 16

- During weeks 14-16, aim to spend time on your report draft as follows
  - review the topic; does it need adjusted in terms of aims, scope and relevance?
  - check the proposed structure and length of the draft; could it be improved?
  - look carefully at the proposed source material; what changes may be made?
  - are the key issues being covered, and are they being presented adequately?
  - is there a proper understanding of the target audience in the draft report?
  - how can you best maximise the message in a minimum amount of space?
- We will be happy to discuss any further questions or issues during the workshops.
- Consider getting together with your group to discuss the above points with them.

Outline Structure

- **Outline Structure:**
- An *outline* is a structure in terms of heading titles, subheading titles, etc., together with “meta-text” under each heading that says what will appear at this point in the final version.
- For example, meta-text for a “survey” section might specify what papers are to be surveyed and how they will be grouped; meta-text for an “analysis” section might define the form of the analysis and what it will show; meta- text for a “conclusions” section might list the points you intend to make (i.e. rather than the full text that actually makes them).
- [Please note, though, that something like “the conclusions will appear here” is not meta-text; so you need more context!]

Draft Structure

- **Draft structuring:**
- A *draft* is a complete version of the full text of your final document (and hence it will take up a full 3 to 5 pages).
- Essentially, outlining is good for getting feedback on your “plan” or “approach”, whereas drafting is good for evoking feedback on the quality of your writing and the appropriateness of your level of detail.
- A good compromise approach might be to combine outlining and drafting: write draft text for the parts you are pretty sure of but leave the foggier parts in outline form.
- An important aspect of producing your outline/draft is determining a Report structure that serves as the basic skeleton of your “plan” or “approach”.

Best practice

- A good compromise approach might be to combine outlining and drafting: write draft text for the parts you are pretty sure of, but leave the foggier parts in outline form.

What your outline/draft might look like:

- **What a “generic” outline/draft can look like:**
  A “generic” document structure might look something like the following (titles are not as they would actually appear):
- **Introduction**, including any necessary clarification of the background to the topic and its scope
- **Discussion** on and classification of relevant material/sources
- Your commentary on, or **Analysis** of, or systematisation of, the relevant material
- Your concrete and considered **conclusions and/or recommendations**.
- This basic form, however, is subject to infinite variations and refinements, depending on your topic/audience and on your plan/approach.

Final Important Thoughts

- **Plagiarism** considerations
  - Do not present the words, theories or statements of others as your own
  - Rather, digest the information and present it in your own words
  - If you must quote literal words, put quotation marks around them and
  - follow the quote with the appropriate citation. Use quotes very sparingly!
- If in doubt, talk to us

Generative AI and academic integrity

Representing AI generated content as your own and failing to reference it appropriately counts as plagiarism and is addressed as described in the University's Plagiarism Framework and Manual of Academic Regulations and Procedures (MARP) .

https://portal.lancaster.ac.uk/ask/study/developing-academic-skills/using-ai-in-your-learning-and-assessment/

Some examples..

- These are not presented in full
- They are not here for you to copy
- But to show you the different styles of a draft report ..and the verbal feedback you will get during the discussions and workshops and to help you write your final report

Full report examples on Moodle:

https://modules.lancaster.ac.uk/mod/folder/view.php?id=2307249

Pre-intro – about my audience, characteristics, assumed interests – explain style of writing

intro – clarification of the background to the topic and its scope – maybe make it a bit **fun/jokey** to engage the audience

So. Computer science. It is the future of our world, yet how many times have you walked into a room and found yourself surrounded by men? Or at least a majority of men? Lost count yet? I know I have! But why is this the case nine times out of ten?! It just does not seem fair, right? Us women are just as smart as our male-counterparts! We work just as hard! So where have we all disappeared to? Is there a secret place where we are hiding but we are not being told about? Fret not! Now is your time to shine, and I am going to explain to you exactly why that is, and what you can do to fuel your flame.

discussion on and classification of relevant material/sources – discuss women in computer science and their contribution – **add photos of women I talk about**

Okay, to start with: Ada Lovelace (1815-1852). We have all heard of her right? Denoted as the world's first computer programmer (Purdue University Global, 2018), but it was Charles Babbage who got to hog the lime-light for his Analytical Engine (the first general computer). The 2nd October is an international day of recognition and celebration of women in STEM (Science, Technology, Engineering, and Mathematics). This day is known as 'Ada Lovelace Day'; she may not have got the full recognition she deserved back in the 1800's, but she most certainly has it now, and that's got to count for something.

maybe talk about a couple of other women?
How about some other less well-known women?

Shafi Goldwasser has won numerous prizes including the Godel Prize not just once, but twice (Reason Digital, 2013)! She has helped "pave the way" in technology for us women, currently working as a professor at MIT in Electrical Engineering and Computer Science and also in Mathematical Science at the Weizmann Institute of Science (that is in Israel). It has been noted that her biggest achievement is currently allowing information to be securely transmitted over the Internet through her work on interactive and zero proofs. Pretty handy right? Do not want your information to be stolen!

Most of us use Facebook right? Well, Sherly Sandberg is their first-ever female board member (Reason Digital, 2013). She owns nearly $1 billion invested stock, manages her high profile job, as well as looking after her family. See girls! A work-life balance can be found!

need something here to link the two sections

commentary on/analysis of the relevant material – encourage audience to pursue their passion, how they might be able to relate it to their own life
So now take a moment to stop and think. How advanced would our technology be now without these women? Without Stephanie Shirley would we have any employed female computer scientists? Without Grace Hopper would we be able to translate code into the target computer's language? And

We are no where near the end of our technological advancements, with lots more discoveries to be made and hardware to be invented. What is stopping there from being more women in computer science's future? What is stopping those women from being you? It has been found that there is 'too small a pool of people with computer skills' (Coughlan, 2019). The National Cyber Security Centre (NCSC) are keen for more teenage girls to pursue computer science, especially cyber security, to not only increase the number of people with computer skills, but also to help counteract the current gender imbalance. It is being widely recognised that women have a much more reflective approach to programming problems, whereas their male counterparts tend more to dive in head first and deal with the consequences later.

need something here to link the two sections

what policies exist to promote involvement of women in STEM subjects?

need something here to link the two sections

concrete and considered conclusions/recommendations – the next steps to take for success

Now answer me these questions. Do you have a passion for computer science? Do you like being at the forefront of innovation? Do you want to do life changing things? Do you simply want to do something you love? Bearing all of that in mind, it is time to think about your next steps. If you answered yes to even one of those questions, go for it! Take that next step forward into the world of

what you can do to build confidence

If confidence and self-belief is setting you back, that is nothing to worry about! We all suffer from imposter syndrome multiple times in our lives, but it does not mean it should stop you from doing what you want and achieving your best. Imposter syndrome is "a collection of feeling of inadequacy that persist despite evident success" (Corkindale, 2008). It has been found that women generally only want to tackle the problems that few people can do, taking on the view of 'if everyone can do it, what is the point?' (Ashcroft, 2018). This is the first mistake. To build confidence, we all need to start with the smaller tasks and build it up from there; you cannot build a house without first laying the foundations.

Talk about evidence, studies talking about contributions women make in (eg.) software teams

References:

1. Purdue University Global, 2018. History of Women in IT: 6 Female Pioneers in Computer Science
2. Top Universities, 2019. 10 Amazing Female Computer Scientists You've Probably Never Heard Of
3. Coughlan, Sean., 2019. GCHQ sets up all-female cyber-training classes
4. Corkindale, Gill., 2008. Overcoming Imposter Syndrome
5. Ashcroft, Alice., 2018. A nice brain teaser
6. BBC, 2019. Katie Bouman: The women behind the first black hole image
7. Zambach, Sine., Menéndez-Blanco, Maria., Dybdal, Martin., 2019. How do we promote gender

Feedback example (you'll get a verbal feedback during your workshop):

This is a promising start. You have made useful preparations for the scope and communication. Your aims need to be more precise and clear so it helps you when you write you final report. You do not need a pre-intro in your final version.

Introduction to ubiquitous technology

As we entered the 21st century the western world was vibrant and buzzing with the expectations of a new era dawning. The 'Tomorrows World' technologies of the 80's and 90's had grown out of their short trousers and were now sporting sleek white, and brushed aluminium shell-suits. Even compact discs which had tolled the death knell for albums were becoming obsolete themselves, consigned to coasting coffee cups and gently twinkling in the breeze above sleeping babes. Their replacement - mp3s, trumpeted the dawn for nebulous digital information. We were coming of age, finally standing erect no longer burdened by the paper, plastic, and cables that had weighed heavy on our australopithecine backs. But that was nearly twenty years ago and the Star Trek communicator now looks positively antiquarian next to our shiny new smart phones, drones and electric cars. In fact, I challenge you now to search around and see if you can find a spot which remains untouched by the ubiquity of this technology; a shadow where something insidious isn't silently listening, or incessantly feeding your newly found appetite for the banal, for the tragic, even for the graceless vapid opinions of the latest sensation… For it has crept slowly into every nook and every cranny of our lives. Is it taking over? Or was that yesterday's news…? (movers and shakers – manicured facial furniture - hipster - barbarians)

History of democracy (The structures and principles of the model)

Democracy definition:

Key Areas to cover

History of democracy (The structures and principles of the model)

(Jonathan Sumption – Reith Lectures)

The dissemination of information/ mass communication

Propaganda, indoctrination and psychological manipulation (How people's views are manipulated)

(Brain Plasticity – Doige; Choice, Relationships - Albert Ellis/William Glasser)

Marketing vs propaganda

(One manipulates the truth – the other downright lies)

Recent examples of how technology potentially renders democracy invalid:

Cambridge Analytica – the trump administration – and all the rest that preceded

Can Google be trusted?

The great hack, (https://www.theguardian.com/uk-news/2019/jul/20/the-great-hack-cambridge-analytica-scandal-facebook-netflix)

https://www.joe.ie/news/watch-channel-4-cambridge-analytica-documentary-business-election-influencing-619892

https://www.channel4.com/programmes/brexit-the-uncivil-war

https://scholar.google.co.uk/scholar?hl=en&as_sdt=0%2C5&q=cambridge+analytica&btnG=

https://www.mdpi.com/1099-4300/20/10/765/htm

Feedback example (you'll get a verbal feedback during your workshop on weeks 15 and 16):

This is a fairly basic start. You have made some preparations. There is a lot of promising material. However your draft is still lacking a clear structure.

SWOT Analysis of Driverless Cars

Introduction

Driverless cars are shortly becoming a part of our transportation system, with road tests already being allowed within various cities across the UK (CITATION NEEDED) and most estimates putting privately owned connected and autonomous vehicles (CAVS) on our roads by the mid 2020's (CITATION NEEDED), making sure any new or current policies regarding CAVS establish the right boundaries and practices is critical. This report will inform the reader on the key issues regarding driverless cars through a SWOT (Strengths, Weaknesses, Opportunities, Threats) that will summarize key issues regarding driverless cars to assist policy making decisions.

- Outline current perspectives
- Recommend policies
- Too much regulation stifles innovation, but if lax then more dangers.

Strengths (CITATIONS NEEDED)

The documented strengths of driverless cars are as follows:

- Safer transportation - Driverless cars will result in less accidents compared to manual cars which often result in accidents due to human error.
- Accessibility - those who previously weren't allowed to drive will now be able to get places with ease (blind, elderly, children etc.)

- Price – Driverless cars will likely cost more than traditional cars for some time which will likely hinder adoption
- Auto industry – Some groups may attempt to hinder the adoption of driverless cars (Traditional auto manufacturers, insurance companies)
- Economy – Initial adoption may have a negative affect on some industries
- Privacy – The possibility of tracking and listening to car users

Policy suggestions

There currently exists a vacuum regarding existing rules and regulations for driverless vehicles.

- Under what conditions is it permitted on motorway?
- Does it have to display is it driverless
- Does driver have to be in vehicle, if so what training must they have?
- Cross border agreements
- Make some current regulations unnecessary?
- Issues scrutinizing software?
- Current policies regarding testing?

Conclusion

In conclusion the main findings of this report are as follows:

- (LIST MAIN FINDINGS)

Notes:

alter swot for key stakeholders?

- Manufacturers
- Tech companies
- Insurance companies
- Drivers

In the past it took a while before governments to regulate regulars cars, how to mention this in regards to driverless?

References

Autonomous Vehicle Inquiry (2016/17) - https://publications.parliament.uk/pa/ld201617/ldselect/ldsctech/115/115.pdf

Infographic from think tank with stats and links to other sources (2017) – https://www.ibigroup.com/wp-content/uploads/2017/01/IBI-THNK_CAV_Final-Report-1.pdf

Journal of Planning Education and Research (2015) -

Feedback example (you'll get a verbal feedback during your workshop):

This is a promising start and I see that you have made a good start using the standard SWOT structure. Be a bit more technical than implied, use your computer science knowledge to best advantage.

Thank you…summary & questions?

- Outline of the draft report
- Activities in weeks 14-15-16
- Structure of the draft report
- Mixture of ‘draft’ and ‘outline’
- Some examples of reports and feedback