



Lecture 2: How to write your report

Computing Masters Project

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Outline

- Your report
 - Structure
- Your viva
 - How to prepare your viva
 - Structure of your presentation

Your Final Report

- You have to write a technical report or research paper.
- Double check your project handbook.

This section only gives you some ideas about how to develop your report and how to prepare your viva.

You need to follow your supervisor's supervision.

Suggested Structure

- Cover page
- Pretext page
 - Abstract
 - Acknowledgement (Optional)
 - Table of contents
 - List of figures
 - List of tables
 - List of appendices
- Scientific Report
 - Introduction
 - Background/Literature review
 - Proposed system
 - Experimentation
 - Conclusion
- References / Bibliography
- Appendices

Introduction Page

- Discuss the importance or significance of the research or problem to be reported
- Define the purpose of the report
- Outline the issues to be addressed
- Need to clearly identify your motivation
- Lead to aims and objectives

Background / Literature Review

- Outline the historical developments in the literature that led to the current topic of research.
- Include a review of the existing literature on the area of your research
- Introduce the techniques that you are going to use during your project development.

Proposed System (Technical Report)

- This is about your research
- Summarise your research findings
- Give the details what have been done
- Discuss any particular issues during the development and how did you solve them

Experimentation

- Implementation
- Evaluation
- Your results
- Results discussion
- General discussion based on results

Conclusion

- Conclude your report
- Mention again what have been done
- Have all aims and objectives been successfully developed
- Any future works

Your VIVA

Your viva contains three parts

- A presentation (10 min)
- A live demonstration (10 min)
- A Q&A session (5-10 min)

Presentation

- Present in front of your supervisor and the second reader
- Summarise your works
- The structure is as same as your report
 - Title page
 - Outline
 - Introduction and background
 - Existing issues you want to solve
 - Your solution
 - Evaluation and results
 - Conclusion

Demonstration

- Your artifact / application / product
- For application / product
 - Show a runnable application
 - Step by step
- For something else
 - Did you use any tools/toolboxes?
 - Where did you get the data from?
 - Which method did you use for data analysis?
- **Get prepared, make everything ready before viva**

Q & A

- Re-read your work
- Practice answering questions
 - General questions
 - How your ideas have developed
 - How and why you chose this topic
 - Research related
 - Explain your research method
 - What your findings were

You need to show the evidence to confirm you own this project

Reference

- Reference vs Bibliography
- Reference: cited in your report
- Bibliography: includes all sources that you have used for your report, whether they are cited or not.
- University is using **HARVARD** standard

<https://libguides.tees.ac.uk/education/referencing#:~:text=The%20referencing%20style%20used%20for,Right'%20by%20Pears%20and%20Shields>

How we mark your works

- Marking criteria – handbook page 15 – 18

Academic Misconduct

Presenting any work that is not your own, as part of the report or product, may constitute academic misconduct and the University penalties for any offence are severe, possibly leading to failure of the project stage **with no re-sit opportunity**.

If you are in any doubt about how to show the authorship of any part of your project, ask your supervisor or a librarian for guidance.

Conclusion

- Discussed how to develop your report
- Talked about the preparation of your viva
 - Presentation
 - Demonstration
- Mentioned academic misconduct