

Communicating Results
Specifying Levels of details

tl;dr

- People are busy, especially managers and leaders
- Results of data analyses are sometimes presented in oral form, but often the first cut is presented by email.
- It is often useful to breakdown the results of the analysis into different levels of granularity / detail
- Getting responses from busy people :
[Getting email responses from busy people · Simply Statistics](#)

Hierarchy of Information: Research Paper

- Title /Author list
- Abstract
- Body /Results
- Supplementary Materials / details
- Code/Data/details

Hierarchy of Information: Email Presentation

- Subject line / Sender info
 - At a minimum; include one
 - Can you summarize findings in one sentence?
- Email body
 - A brief description of the problem / context; recall what was proposed and executed; summarize findings / results; 1-2 paragraphs
 - Of action needs to be taken as a result of this presentation, suggest some options and make them as concrete as possible.
 - If questions need to be addressed, try to make them yes/no

Hierarchy of Information: Email Presentation

- Attachment (s)
 - R Markdown file
 - Knitr report
 - Stay concise; don't spit out pages of code (because you used knitr we know its available)
- Links to Supplementary Materials
 - Code /Software /Data
 - GitHub repository / Project web site