Writing Instructions

Layout (temporary)

1. Introduction
2. Theory
3. Method
4. (Implementation)
5. Result
6. Discussion
7. Conclusion

Content

Introduction

Sets the tone for the report. Puts it into context and shows its relevance to the research within the respective field. Should provide the reader with the necessary background information to be able to read and understand the report.
The introduction should contain a *statement of purpose*, where the overall purpose of the report is described, in relation to the historical context of the research question/field.
It should also contain a *problem statement*, which is similar to the *statement of purpose*, but should be more specific to what the report is about, rather than why.
Method should be touched upon, but only in the sense that it should give an impression of what type of research that was made. It is later described in detail in the third chapter.

Theory

Should provide the reader with the necessary theoretical background/framework that the phenomena encompasses. It should also be explained how the problem is connected to the theoretical framework and possible limitations of it.

Method

If the choice is to have *Implementation* as a separate chapter, then the method is thinner.
It should describe the design choices made in the body of work. Also, it should give the reader the context necessary to understand and possibly implement the project themselves. Descriptions of tools and how they were used should be included.

Implementation

This chapter focuses on the concrete implementation of the "product". It should explain and try to justify the design choices made. Will probably be heavy on examples and explanations around them.

Result

If the project produces inherently measurable results, i.e. quantitative measurements, then these should be present here. Where they are described in detail, how they were measured, what measurements that were used and what the results of it says about the project and the method and how they are relevant.

Discussion

In Discussion the results are discussed in relation to the theory, method and implementation. A connection and possible comparison should be made to the reference literature, where the produced result is taken into relation with the results of the reference literature.

Conclusion

In Conclusion the results and the process as a whole is tied to the *Introduction* and the problem formulation. The conclusions can also lead to further recommendations to the reader.

Conclusion and Discussion can be combined into one.

Language

The general theme of the language is that it should be formal and concise. One should strive to express themselves as efficiently as possible, while being formal. Most of the time these two things come hand in hand. The text should be easy to follow, in the sense that it should have a logical sequence of content and it shouldn't deviate from the context of the paragraph.

A paragraph should have some sort of core purpose, which oftentimes comes first. The following sentences of the paragraph should elaborate on and specify the core purpose. A paragraph should also have a clear following of the previous one (if it isn't the first one in a chapter).

More on transition words…

Writing Guidelines

	Introduction	**Method/Implementation**	**Result**	**Discussion**	**Conclusion**
Present tense	High	Low	Varied	High	High
Past tense	Low	Low	Varied	Low	Low
Passive form	Low	High	Low	High	Varied
Active from	High	Low	High	Low	Varied

	Introduction	Method/Implementation	Result	Discussion	Conclusion
Referrals	High	Varied	Varied	High	Low

Example of tense forms
Present tense:
"We chose this project because …", "The project is about …".

Past tense:
"He defined the Lambda Calculus…", "We wrote the paper …".

Passive/Active form:
"The paper was written by Alan Turing" (Passive), "Alan Turing wrote the paper" (Active).

Things to consider

- The reader
- The type of the report
- The scope
- The writing process

A report is a means of providing information and presenting results. It is written to convey something to a reader, and therefore the writer should keep the reader's understanding of the content in mind when writing the report.

There is no universal standard classification for reports. However, there are generally types of reports for presenting preliminary results or work progress, as well as types for more summary and detailed reporting. Additionally, there may be certain practices or expectations for how a report should be written in an educational program or a company.

References

Preferred to be academic, e.g. papers and books, instead of pure documentation or links to websites.