HUM231 - Presentation Skills and Technical Writing

Lecture 8 : Report Review

Reviewing a report

- After you finish writing the report body, Revision step comes to focus.

- تقييم
  Reviewing a technical report means evaluating its clarity, structure, and format.

- Purpose of Reviewing: To ensure that the report communicates technical information clearly and accurately.

Revision Axes

Format Check

Grammar Check

Clarity Check.

Format Check

- The format check of a technical report is a crucial step in the preparation and submission process.

- Format Check includes **Front Matter**, and **Report Body**.

- Each item requires certain checks that are presented as follows.

Format Check: Front Matter

❌

**Design
and
Calculation 1**

**Report about the task:
Automatic gear-switching for a
Bicycle gear-box**

WS 13/14

University for Applied Sciences Hannover
Faculty II - Mechanical Engineering and
Bio Process Engineering

**Automatic gear-switching
for a bicycle gear-box**

Design Report

J. Miller
W. Michalsky
M. Smith
U. Swanson

✓

Mistaken Cover   **Correct Cover**

Format Check: Front Matter

2. Table of Content: **page number format**.

3. List of Figures/Tables: figures and tables **numbering** and **captains**.

4. List of Abbs: **alphabetical order**.

5. Front Matter page numbering: **i,ii,iii,...etc.**

Format Check: Report Body

- **<u>Font type:</u>** Use serif fonts and avoid decorative fonts.

- <mark>Serif fonts</mark> are easy to read in printed text because the small lines at the ends of the characters help guide the reader's eye.
- Serif Fonts such as: Times New Roman, Calibri, Arial.

- <mark>Decorative fonts</mark> are difficult to read in longer passages of text and distract from the content.
- Decorative fonts such as: Comic Sans MS, **Impact**, *brush script*.

Format Check: Report Body

- **<u>Font Size:</u>** Use appropriate font size for text, headings, and title. Also, consider size degrading.
  - Body Text: 10-12 pts.
  - Headings: 14-18 pts.
  - Subheadings: 12-14 pts.
  - Title: 18-20 pts.

- **<u>Font size degrading</u>** refers to decreasing the font size as the hierarchy of text progresses. It manage space and enhance readability.

Format Check: Report Body

- **Line spacing** should typically be **1.15** to **1.5** for clear readability in body text. This helps avoid visual disorder and makes it easier for the reader to follow the text.

- **Text Alignment:** English text should be **left-aligned**, Arabic text should be **right-aligned**.

- **Figures, Tables, and equations Alignment:** they should be **centered-aligned**.

Format Check: Report Body

- **<u>Figures and Tables</u>** should be of the **appropriate size**, should be **numbered** properly and have **captions** in the suitable place for each.

- No figures should be placed for **decoration**, every figure should **add value** and should be numbered and captioned.

- Headings should be a **sentence case**, not question case.

- Report pages should be **numbered**.

Format Check: Report Body

Table 1. The specific parameter settings for each algorithm.

Algorithm	Specific Parameters	Value
MOAOA	Mu, alpha, MOP_Min, MOP_Max, $Arch\_size$, N_{pop}, T_{max}	0.1, 5, 0.1, 1 ,100, 100, 500
MOGOA	$cmin$, $cmax$, $Arch\_size$, N_{pop}, T_{max}	0.00004, 1,100, 100, 500
MOSWO	TR, CR, N_{min}, α, β, γ, nGrid, $Arch\_size$, N_{pop}, T_{max}	0.3, 0.2, 20,0.1, 4,2,30, 100, 100, 500
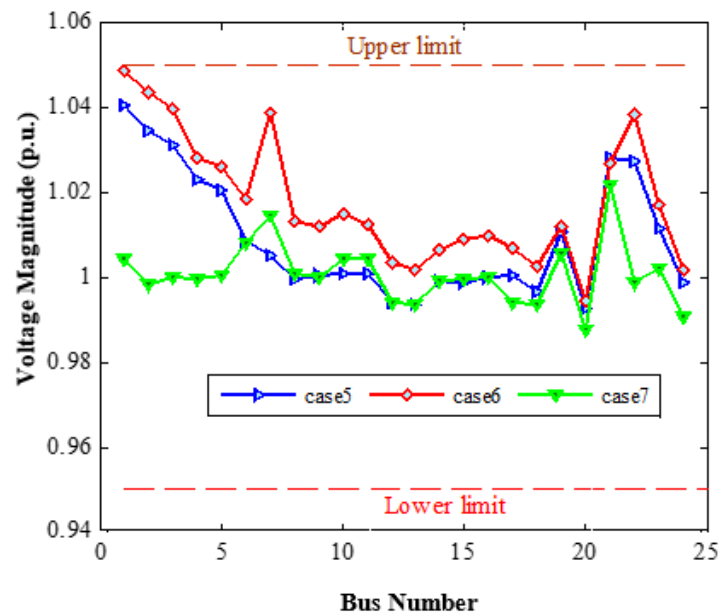
Figure 17. Voltage levels acquired by MOSWO for the three cases.

Exercise

Now, Let's try detect the common format mistakes in the given word file.
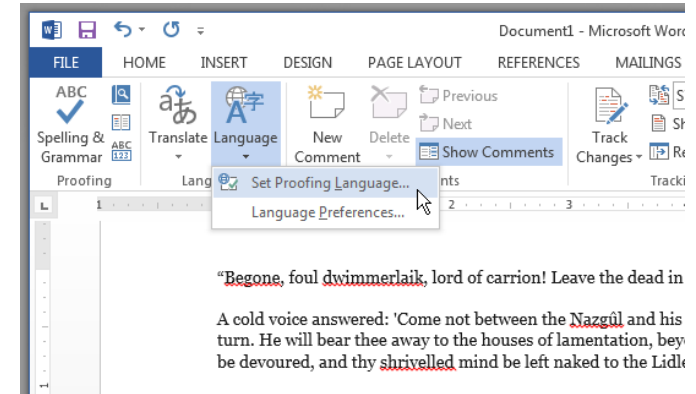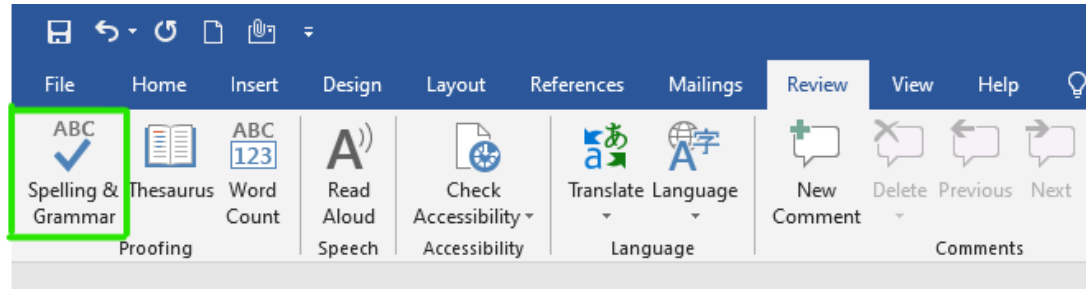
Grammar and Spelling Check: Purpose

1. Correct grammar makes the meaning clear and prevents confusion.

2. Good grammar shows that the writer is careful and professional, building trust with readers.

3. Grammar checks help keep sentences and punctuation uniform, making the document easier to follow.

4. Grammar checks catch mistakes like wrong punctuation or sentence structure, reducing the need for corrections later.

Grammar and Spelling Check

- Grammar check is very important in technical writing to make sure the reader get the correct information and not distracted.

- In the past, you should have good grammatical and language skills to check on your technical report.

- Today, no need to have these skills to provide a grammatically correct report.

- Software tools are used for writing, and hence there are also grammar check tools.
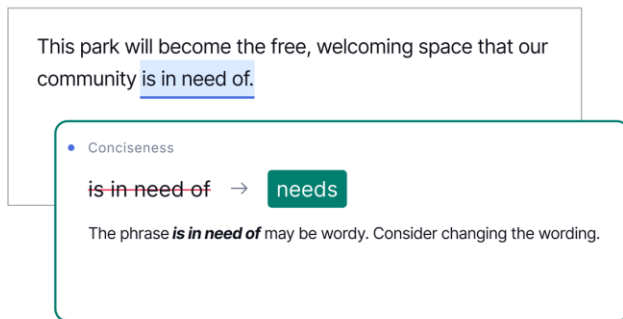
Grammar and Spelling Check: tools

- In MS Word, there is an essential grammar check tool.

- All what you need is to activate it and follow its corrections.
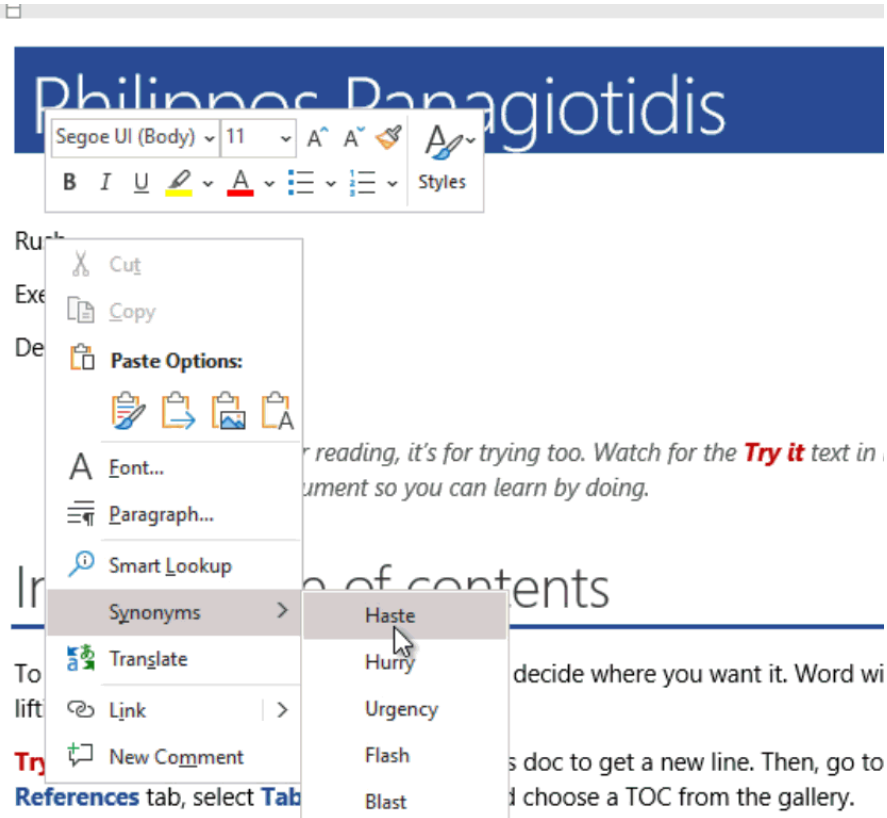
Grammar and Spelling Check: tools

- For advanced grammar check, there is a free tool named **Grammarly**.

- Grammarly provides you with several substitutes for each word. It is like the **synonyms** option in MS Word

  https://www.grammarly.com/

This park will become the free, welcoming space that our community is in need of.

- Conciseness

~~is in need of~~ → needs

The phrase **is in need of** may be wordy. Consider changing the wording.

Grammar and Spelling Check: tools

Clarity Check

- As you previously studied, the body text should be written in **paragraphs**, **well justified**, and written in **simple clear** language.

- One of the important checks of your report is to **read your report casually** after finishing it and detect any **informality**, **clarity** or **conciseness** defects.

Clarity Check

- Also, **overly complex words** and **expressions** should be avoided. As well as **jargon**, and **contractions**.

- **The main rule is:**

  If you can find it easy to read and understand, it is good.

Clarity Check

- Recently, new copyright regulations are issued in technical writing.

  سرقة علمية

1. <mark>Plagiarism</mark> percentage of report text should be limited even if references are mentioned.

2. AI percentage of report text should be detected and limited.

Plagiarism Check

- **Plagiarism** in technical writing is when you use someone else's work, ideas, or words without giving them credit.

- This includes **copying text**, **rephrasing without citing the source**, or **using someone else's data**, charts, or research without permission.

- Average allowed Plagiarism percent allowed in technical reports is below 15-20%

Plagiarism Check

- Plagiarism check is important because:
1. It is ethical.

2. It is credible. Not giving credit can harm the writer's reputation and trust.

3. It is a legal Issues. Plagiarism can lead to legal problems, like copyright violations.

Plagiarism Check

- There are several software tools used for Plagiarism check.

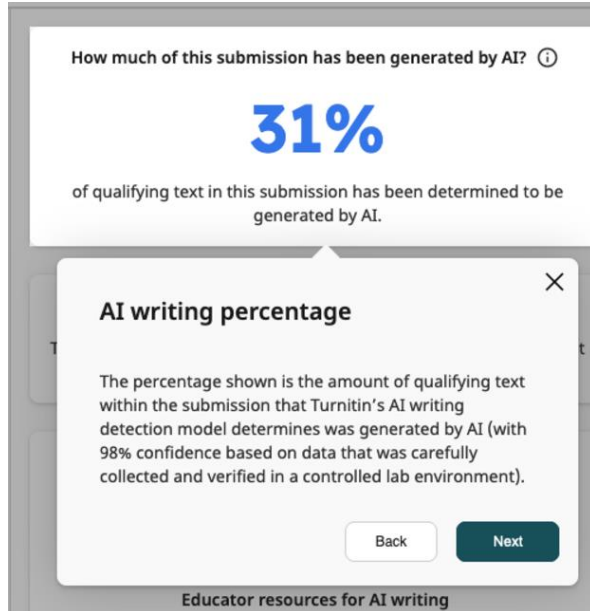- The most common are **Turntin**, and **Grammarly**.

AI Check

- AI tools are recently used for writing technical reports.

- However, **overusing AI** in technical writing is **unethical issue**.

- That's why, AI check must be performed on technical reports to **ensure originality of text**.

- The average allowed percent of AI usage in technical writing is **below 10-12%.**

AI Check

- The most common tools to detect AI percentage are **Turntin** and **GPTZero**.

How much of this submission has been generated by AI? ⓘ

31%

of qualifying text in this submission has been determined to be generated by AI.

AI writing percentage

The percentage shown is the amount of qualifying text within the submission that Turnitin's AI writing detection model determines was generated by AI (with 98% confidence based on data that was carefully collected and verified in a controlled lab environment).

Back   Next

Educator resources for AI writing

GPTZero

Review Tips

1. When planning your report, set a graceful period for good revision.

2. Make up a revision checklist, include all items to be checked, and as you revise your report tick on covered items.

3. Use software tools for grammar and clarity check, this would save you time and effort.

Group Activity: Assignment (3)

- Make up a **Revision Checklist** for your report including all requirements in task (1).

- Upload your checklist to the LMS, and I will choose the **most appropriate** one to share it with you.

- The group with the **chosen checklist** will have **2 bonus marks** each.