How not to write a bad report

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A report is written to be read!

- Always write for your readers you know who they are: your examiners
- Know the purpose of your report: academic assessment
- Hence
 - No need to repeat material from notes, data sheets
 - But you must
 - · Demonstrate understanding and knowledge
 - · Demonstrate results
 - State what you achieved in the Introduction as well as in the Conclusion

Structure

- Introduction (short)
 - What is the problem?
 - How have you solved the problem?
 - · What remains unsolved
 - What are your main results?
 - How is the rest of the report organized?

Structure (cont)

- Technical sections and results
 - What are the results?
 - Why do they look the way they do? Do an analysis
 - Saying "Modelsim waveforms in fig X show that the sequencer works correctly" is not
 explaining anything.
 - Be organised: introduce-explain-summarise
 - Be succinct: make your point, then move on.
- Presentation matters
 - A high-quality technical work requires a high-quality presentation
 - Clear figures
 - · Annotated cod
 - Do not leave much blank space, especially around figures; use effectively the space you have

Structure (cont)

- Conclusions and further work
 - Remember: readers usually read the Introduction and Conclusion FIRST.
 - In Introduction: tell what you are going to tell
 - In Conclusion: tell what you have told
 - State the main points you took away from your work. Show what have you learned. Do more analysis!









