

Planning your report



Guidelines on the documentation of EIT-projects



Planning your report

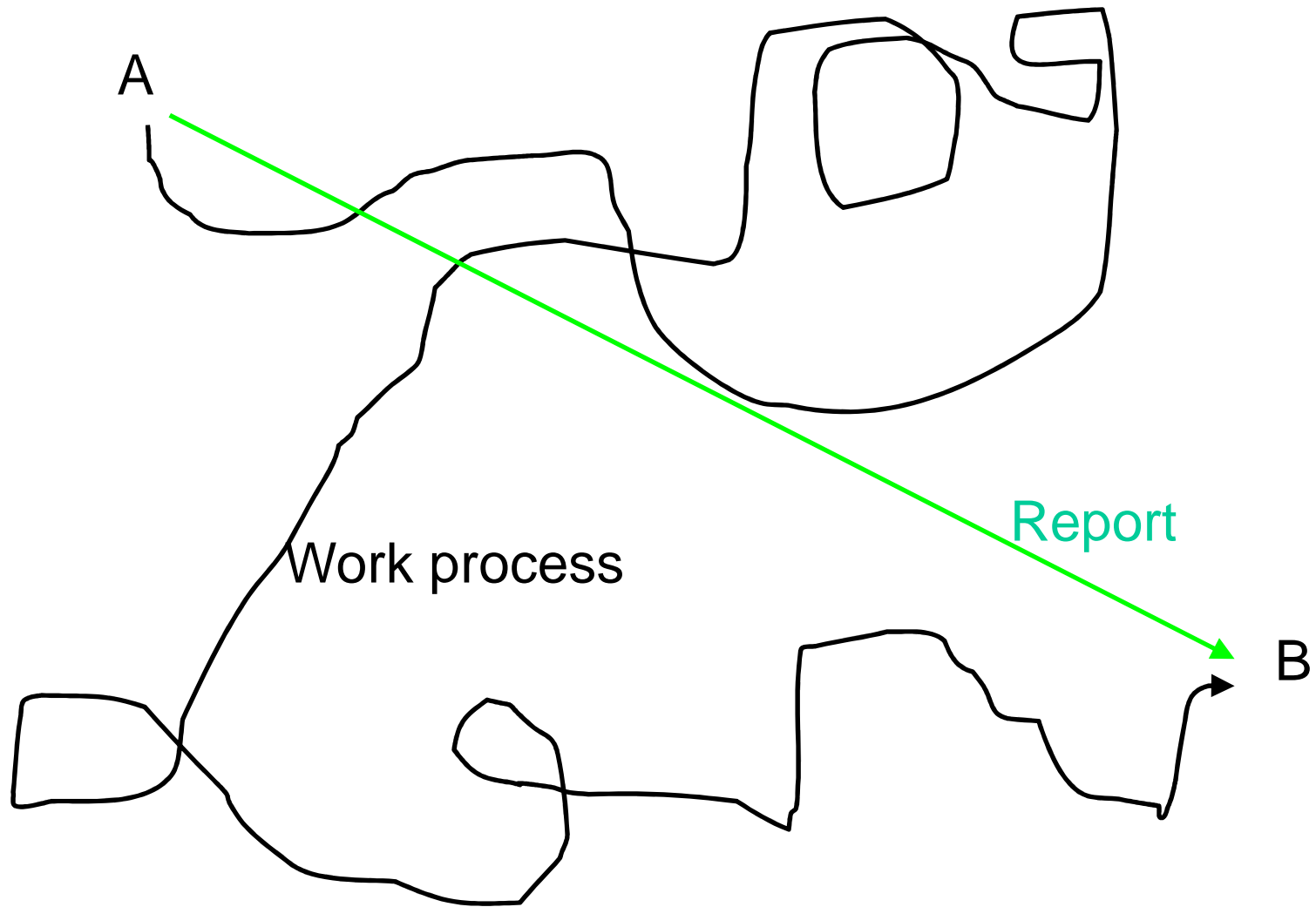
Audience

- ✓ Who is your report aimed at?
- ✓ Who else might read it?
- ✓ How formal or informal should it be?

Purpose

- ✓ What is its main purpose?
- ✓ What are the secondary purposes?





Planning your report

Time schedule

- ✓ How long have you got to complete the report?
- ✓ What deadlines can you set beforehand?
- ✓ How long should it be?

Lay-out

- ✓ Choose a clear typeface
- ✓ Use headings carefully
- ✓ Use illustrations, charts, and diagrams to present your information



Style Guide

- A *style guide* is a document which helps the group when writing and editing the report.
 - MS Word: A document template (.dotx)
- Header & footer:
 - Document title, page “no of nos”, date, revision.
 - Use for both report, enclosures and working papers
- Define the style guide early and use it for the working papers



The structure

The Entrance: front page, abstract, TOC (Table of Contents)

The Beginning: problem, starting point, objectives, methods

The Body: assumptions, analysis, experiments, theory...sub conclusions

The Conclusion: must match the beginning. What was accomplished, what was not (and why?)

The Exit: (list of references, list of symbols, ..)

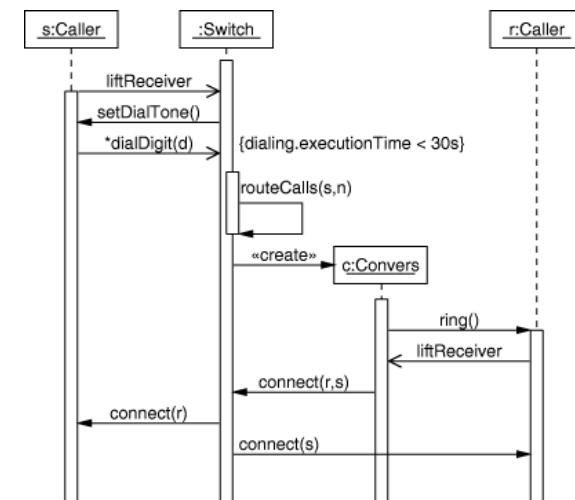


Figures & tables

- **Use figures** (graphical presentation) & tables to organise your data / conclusions. **Think visual.**



- Maximise “information / ink -ratio”
- Number + explanation so that a figure can be understood on it's own.



The Conclusion

- Should match your Problem description / Objectives
 - if there is something you did not do, it should be mentioned here
- Problem description + Conclusion alone → understand key elements of your work and findings.
- You can suggest new topics that could be investigated further, i.e. suggestions for follow-up work



Some basic rules of technical, written English

- Keep sentences
 - short
 - simple
 - complete
- *Express, not impress*
- References should only be backwards
- Consistent language



Review!



Review!



Review!

Avoid:

- Plagiarism (writing off from textbooks or the internet for background information)
- Stating things for which you cannot reason
- Taking the reader through the subject the same (complicated) way you comprehended it.
- Irrelevant information (always ask yourself: what's the purpose of this. Does the reader need to know this?)



Exercise:

- Create the template that you will use for the project report
 - Styles, headers, footers, ...
- Use the template to create the top-level “skeleton” for your project report
 - Front page, abstract, TOC, introduction, ...

