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[Introduction](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#Introduction) 2. [The plan](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#plan) 3. [Writing style](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#style) 4. [Report writing checklist](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#checklist) 5. [Demonstrations](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#Demonstrations) 6. [Presentation](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#Presentation) 7. [User manual](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#Manual)   **[1. Introduction](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp" \l "Introduction)**  How you present your project is very important and is an integral part of the project.  It should be well presented, error free and easy to understand.  *No-one wants to read a badly written and badly presented document.* The contents should reflect an accurate description of your project.  **Please note that it is not possible for over 100 students to use the printers simultaneously. N.B. Any code listings must be fully commented.**  [**Back to top**](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#top)  **[2. Plan](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp" \l "plan)        *Remember failing to plan is planning to fail!***  **2.1 Elements in the Writing Process  *Note:  this is an iterative process***          .1  Create a plan that meets your needs and takes into account your own traits and abilities.          .2   Prepare preliminary material          .2   Write a draft         .3   Edit and re-write          .4   Evaluate overall report          .5   Reread  **2.2 Order of writing**  1. Finalise outline structure 2. Write main body 3. Write conclusions, recommendations and summary 4. Compile appendices, references and bibliography 5. Write introduction 6. Write abstract, preface and acknowledgements 7. Compile glossary of terms 8. Prepare contents list and index  [**Back to top**](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#top)  **[3. Writing style](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp" \l "3. Writing style)**  1. Keep the tone impersonal 2. Use the past tense 3. Use active constructions 4. Ensure accurate spelling 5. Do not use abbreviations 6. Use short words, short sentences and short paragraphs. 7. Never use jargon, slang or clich�s.  [**Back to top**](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#top)  **[4. Report writing checklist](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp" \l "Checklist)**  1.   Is the report arranged logically so that it tells the basic message? 2.   Is the style and presentation suited to the subject matter and the readers? 3.   Have you avoided the use of generalisations?  4.   Have you avoided the use of slang, clich�s, colloquialisms and idioms? 5.   Have you used technical language which might be unfamiliar to the readers? 6.   If special terminology is unavoidable, have you provided suitable explanations? 7.   Is any of the information more suitable for presentation in graphs, tables or diagrams? 8.   Is the main section carefully organised and consistent with the table of contents? 9.   Does the main section include a good introduction and a conclusion which includes no new material? 10. Have appendices been used effectively and have you referred to them in the main section? 11. Is there a suitable bibliography? 12. Is the report suitably formatted with margins, headings and sub-headings? 13. Have the requirements of your clients been checked regarding format and presentation?  [**Back to top**](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#top)  **[5. Demonstrations](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp" \l "Demonstrations)**  **5.1 Demonstration format**   * Your demonstration should have a beginning, a middle and an end. * You have a limited period of time so you have to ensure that you use it effectively. * Keep your introduction short and use it to explain what and how you are going to demonstrate your product. * Use the majority of your time for the main body * Leave some time at the end for your concluding remarks.   **5.2 Contingencies**   * Demonstrations go wrong and yours will be no exception. * Compile a list of things you think might go wrong. * Allow plenty of time immediately before your demonstration starts so that you can get organised. * Better to let the disaster happen before your audience arrives than when they are present.   **A demonstration disaster plan**   |  |  |  | | --- | --- | --- | | Disaster | Likelihood of occurence | Solution | | No printer or printer failure | Medium | Use hard copy samples | | Computer malfunction | Medium | Use spare computer or re-schedule event | | Disc failure | High | Use back-up discs | | Software error | High | Re-load software or skip facility | | Power failure | Low | Use hard copy samples or re-schedule event |   **5.3 Summary**   * Your demonstration is the time when you will be expected to show that your product does work. * Time is limited, so plan it carefully. * Do not assume that everything will go as planned. * Have contingencies in place for likely disasters. * Always to have something extra to demonstrate should time permit or in response to audiences questions. * Demonstrate to the strengths and not the weaknesses of your product. * Never knock your product, someone else will try to do that! * Never say    "IT WAS WORKING THIS MORNING!"   [**Back to top**](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#top)  **[6. Presentation](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp" \l "Presentation)  (If applicable)**     1. The material content and presentation format will have a direct impact the perceived success or failure of your project. 2. Do not crowd the page and so make it unattractive and difficult to read. 3. Make the layout clear and easy to follow. 4. Aim for a maximum of 250 to 300 words on A4 size paper. 5. Relevant tables, graphs, diagrams and illustrations will help you to present information quickly, clearly and concisely as well as giving the report greater appeal. 6. Do not assume that your reader will read straight through from beginning to end. Structure the report with headings and sub-headings, contents pages, page numbers and cross-references. 7. Decide upon a report format style and stick to it. 8. Do not put code in the report (put it in the appendix).   [**Back to top**](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#top)  **[7. User manual](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp" \l "manual)   (If applicable)**  **7.1. Introduction**   * Any user manual should satisfy three aims:     to provide practical information about the software when help is not at hand,      to help inexperienced users get started quickly and with the least difficulty      to help experienced users become productive quickly. * Before you commence writing the user manual, you should consider the following questions:     Who are the readers of the manual?     How knowledgeable are these readers?     How will the readers use the manual?      Will it be from start to finish or as a reference manual or both?   **7.2. User manual checklist**   1. Organise it logically 2. Begin with basic concepts 3. Structure the content around the features of software 4. Use examples to illustrate concepts and usage. 5. List the error messages together with explanation of what each message means and how the error can be rectified. 6. Describe the common mistakes made by users. Include the reasons why these mistakes are likely to happen and explanations of how they can be overcome. 7. Include screen dumps of input and output so that the user has an exact replica of real operations preferably for a simple complete single operation.   [**Back to top**](https://cms1.gre.ac.uk/collaborativeprogrammes/students/Projects/Resources/ReportWriting.asp#top) |  |
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