



# Communicating Results

## Specifying Levels of Detail

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# tl;dr

- People are busy, especially managers and leaders
- Results of data analyses are sometimes presented in oral form, but often the first cut is presented via email
- It is often useful to breakdown the results of an analysis into different levels of granularity / detail
- Getting responses from busy people: <http://goo.gl/sJDb9V>

# Hierarchy of Information: Research Paper

- Title / Author list
- Abstract
- Body / Results
- Supplementary Materials / the gory details
- Code / Data / really gory details

# Hierarchy of Information: Email Presentation

- Subject line / Sender info
  - At a minimum; include one
  - Can you summarize findings in one sentence?
- Email body
  - A brief description of the problem / context; recall what was proposed and executed; summarize findings / results; 1–2 paragraphs
  - If action needs to be taken as a result of this presentation, suggest some options and make them as concrete as possible.
  - If questions need to be addressed, try to make them yes / no

# Hierarchy of Information: Email Presentation

- Attachment(s)
  - R Markdown file
  - knitr report
  - Stay concise; don't spit out pages of code (because you used knitr we know it's available)
- Links to Supplementary Materials
  - Code / Software / Data
  - GitHub repository / Project web site