

PHYS3900 Assignment: Report Plan

Due date: 4 Oct 2022

Task Summary:

Please provide the following items that you have created in preparation for your report about your project.

1. A single sentence describing the point you want to communicate in your report. This is your topic.
2. A single, normal length, paragraph that describes your project.
3. The key ideas and resources for your report.
4. An outline of your report. This should be a series of bullet points outlining the logic of your argument. It should follow the same structure as your report.

Detailed Task Description:

1. *Topic*

Your report in a single clear vivid sentence. This should be the best single phrase you can think of that captures the essence of your report. (This should be a normal length sentence. Shakespeare wrote “To be or not to be”, which really is the topic of Hamlet. You probably don’t write as well as Shakespeare, yours may well be a longer sentence, but this is perhaps the gold standard for topics.)

2. *Paragraph*

Summarise your report in a single paragraph. In this paragraph you must

- a. Introduce your topic
- b. Pick out a key argument
- c. Suggest how you will conclude

Make sure that everything refers back to the topic. (No strict length limit, but it should be a normal length paragraph, you will be marked down if it is too long or too brief.)

3. *Key Ideas/Resources*

Some things you might want to include here are

- Graphs or figures (these can be sketches/mock-ups if you don’t have the final data yet)
- Key equations
- A list of the key ideas you want to get across/key messages you want to get across (don’t worry about logical flow at this stage – that’s what the next section is for)

4. *Outline (AKA essay plan)*

This should be a series of bullet points outlining the logic of your argument. It should follow the same structure as your report. Add in material to allow you to get to your topic, e.g., required technical background. Delete any material that does not point back to your topic. You must refer back to your topic constantly. You may want to use Cicero’s five cannons to help you achieve this structure. (No strict length limit, but it should be an outline, not the whole report. As a guide, around one page of A4 given reasonable font size. Marks will be deducted for excessive length.)

Marking scheme:

Each of the four sections carry equal weight. They are all graded on a scale of 0-7 using the following criteria:

7) An excellent plan. Demonstrates evidence of substantial originality in communicating scientific information, generating and communicating competing arguments and perspectives; integrates findings in the big picture of the research area with relevant theories and previous research. The plan contains only minor weaknesses, offset by excellence in almost all other areas. The plan is recommended as a good example for future students taking this course.

6) A good plan. Demonstrates evidence of originality in communicating scientific information; uses a level, style and means of communication appropriate to the discipline and the audience. The plan has some weaknesses and a number of areas of excellence. The plan will make a good example for future students working in the same area, with perhaps some minor caveats.

5) A sound plan. Demonstrates substantial understanding of fundamental concepts of communication planning and ability to apply these concepts in a variety of contexts; develops or adapts convincing arguments and provides coherent justification; communicates information and ideas clearly and fluently in terms of the conventions of the discipline. The plan will have few areas of excellence and will exhibit several weaknesses and minor flaws. Some sections of the plan may be useful as an example for future students taking this course, however the plan as a whole is not a good example.

4) An adequate plan. Demonstrates adequate understanding and application of the fundamental concepts of communication planning; develops routine arguments and provides acceptable justification; communicates information and ideas adequately in terms of the conventions of the discipline.

3) A poor plan. Demonstrates superficial, partial or faulty understanding of the fundamental concepts of communication planning and limited ability to apply these concepts; communicates information or ideas with a lack of clarity and inconsistent adherence to the conventions of the discipline.

2) A very poor plan. Demonstrates clear deficiencies in understanding and applying fundamental concepts; communicates information or ideas in ways that are frequently incomplete or confusing and give little attention to the conventions of the discipline.

1) Fails to demonstrate most or all of the basic requirements for the plan.

0) No work received. Like all other criteria, this applies to each section of the plan.