ECTE250

1

REPORT WRITING WORKSHOPS SPRING 2016

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Today's program (*to be confirmed)

- 2
- This week: overview of reports
 - Purpose of reports
 - Examples of reports
 - Planning and structuring reports
 - Useful resources
- Timetable for following workshops
- Workshop 2: writing paragraphs and sentences
- Workshop 3: structuring and drafting report
- Week 14*: re-sit of writing task

Timetabling options

3

Timeslot

2 workshops only – possible weeks

- 1) Wed 10.30 11.30
- 2) Wed 11.30 12.30

• Weeks 9, 12, 13

- 3) Thurs 9.30 10.30
- 4) Thurs 10.30 11.30
- 5) Thurs 11.30 12.30

• Weeks 9, 10, 11, 12

Example reports

(full text available in folder on Moodle site)



Some examples of more complex reports:

- Onsite wastewater management
- Direct solar energy
- Implantable medical devices
- Sample report: The effects of stress on business employees and programs offered ...
- The economics of load defection

Activity: what do the headings tell us?

- Look at the headings and subheading in the body of the example reports.
- What do they tell us about the structure of the report and the information it covers?

Generic report structure – SIMPLE report

Introduction	Terms of reference / outline of report's structure
Body	A number of sections with headings and sub-headings which reflect the content of each section
Conclusion	States the major findings that can be drawn from the report

Marking criteria for Task 1

1) The assignment answers the question	1.0%
2) The assignment is presented in a simple report format using headings	1.0%
3) The assignment demonstrates appropriate paragraph structure	1.5%
4) The assignment demonstrates appropriate sentence structure (no dot points)	1.5%
Total	5.0%

Activity

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How do you think the report you wrote for Task 1 might be improved?

- Answering the question
- Simple report structure with use of headings
- Paragraphs
- Sentence grammar

Stages in effective academic writing

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- Planning stage logical structure
- Writing stage
 - o legitimate paragraphs and topic sentences
 - links to key subject words (pronouns, demonstratives, synonyms and repetition)
 - o connective words
 - logical flow of information
- Editing stage checking that these effective writing devices are included

Effective writing





MICRO DEVICES

Clear organisation and structure of text

Order of paragraphs relates to initial thesis statement

Logical FLOW of information

Clear logical relations developed between parts of the text.

The order information is presented in builds up argument.

Connective words are used to signal progression of argument to the reader

Transition statements lead from one paragraph into the next

Sentence structure adds to logical flow of information in the text

The focus of the sentence is put in the first part of the sentence.

The second part of the sentence contains new information which often becomes the focus of the following sentences.

Paragraphs focussed on single subject Subject words are repeated or replaced with synonyms, pronouns or demonstratives, meaning the subject can be referenced throughout the text

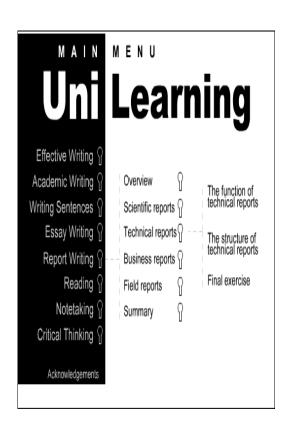
Report writing resources



- Academic phrasebank
 - o http://www.phrasebank.manchester.ac.uk/
- Writing and Speaking Guidelines for Engineering and Science Students (reports)
 - o http://writing.engr.psu.edu/

Unilearning resources





http://unilearning.uow.edu.au/report/3a.html

http://unilearning.uow.edu.au/report/3b.html

http://unilearning.uow.edu.au/report/3biii1.html

http://unilearning.uow.edu.au/report/3biv1.html

http://unilearning.uow.edu.au/report/3bv1.html

http://unilearning.uow.edu.au/report/3bvi1.html

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Thank you for coming and happy writing.

