

ECTE250

1

REPORT WRITING WORKSHOPS SPRING 2016

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Today's program (*to be confirmed)

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- 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

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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)

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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?

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- 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

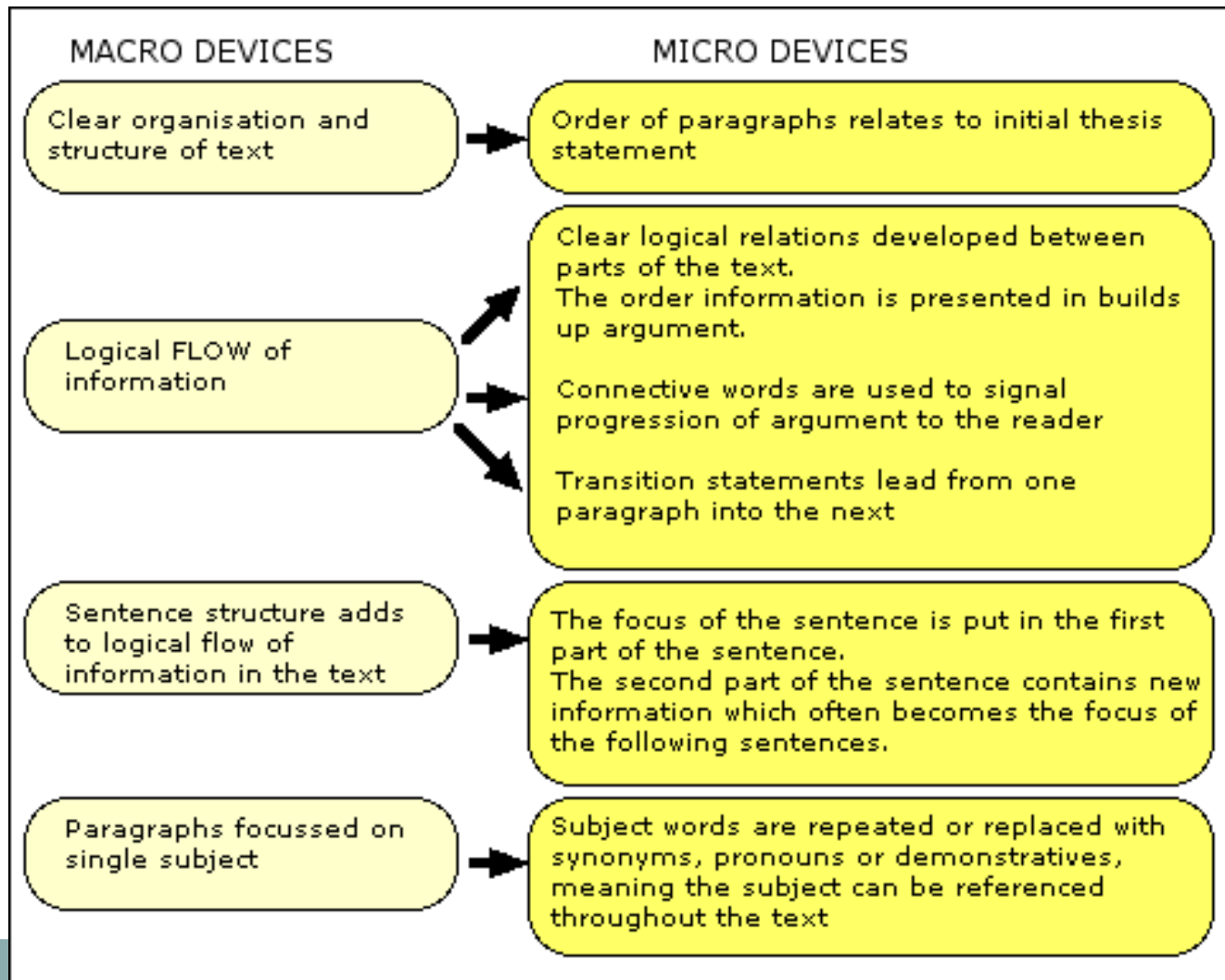
Stages in effective academic writing

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

Effective writing

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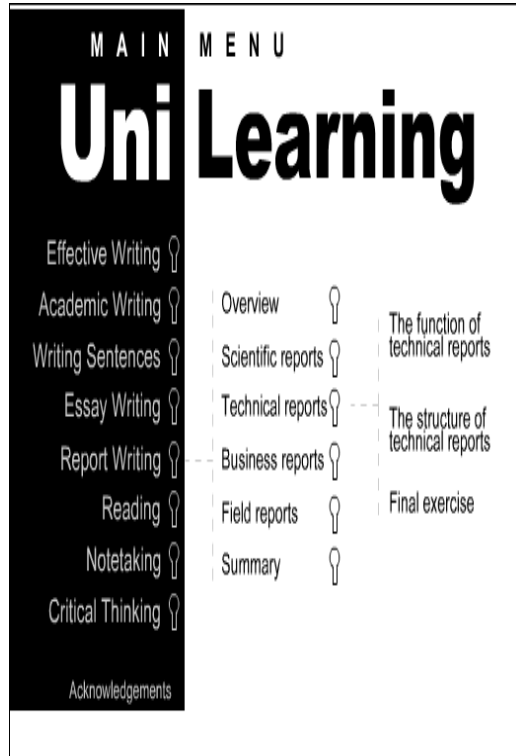
Report writing resources

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

Unilearning resources

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<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>

Thank you for
coming and
happy writing.

