

COMPUTING PROJECT (COMP08053)

TUTORIAL 9

Careful planning will help you write a clear, concise and effective report, giving adequate time to each of the developmental stages prior to submission.

- Consider the report as a whole
- Breakdown the task of writing the report into various parts
- How much time do you have to write the report?
- How can this be divided up into various planning stages?
- Set yourself deadlines for various stages of the report writing process

Draw an outline structure for your report and set the work within a sensible time scale for completion by the given deadline.

Some of the most time-consuming parts of the process are collecting and selecting your information, and checking and revising your report.

There are a number of questions you need to ask yourself at this stage:

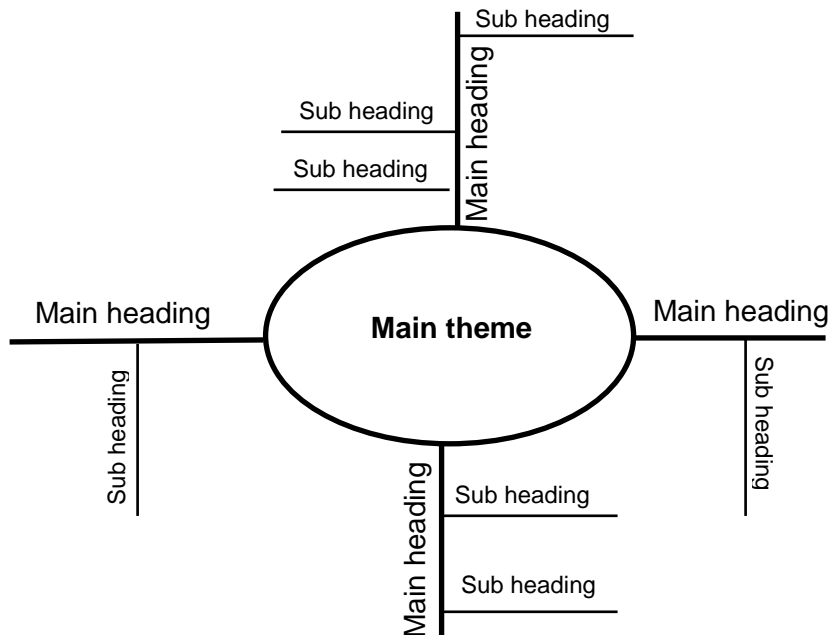
- What is the information you need?
- Where do you find it?
- How much do you need?
- How shall you collect it?
- In what order will you arrange it?

You may have much of the information you need already such as descriptions of your methods of data collection, initial lessons whilst developing your prototype (if applicable). However, there may be other information which is needed such as background information on other research studies, or literature reviews. You may need to carry out some interviews or evaluation sessions.

- **Make a list of what information you need**
- **Make an action plan stating how you are going to get this**

One helpful way of organising your information into topics is to brainstorm your ideas into a 'spider diagram' or 'mind map'

- **Write the main theme in the centre of a sheet of paper**
- **Write down all the ideas and keywords related to your topic starting from the centre and branching out along lines of connected ideas**
- **Each idea can be linked by lines as appropriate**
- **Some of the ideas will form main headings and others will be sub-sections under these headings**
- **You should be able to see a pattern emerging to arrange your main headings in a logical order**



You should spend the rest of the time in the tutorial working in your project groups and discussing key issues or problems that you are encountering. Use the time with your tutor/supervisor to discuss these issues and problems.