Homework/Project tips

1. Why are we writing reports?

To show the reader what we have done, why we did it, which methods were used, what the results were, and what conclusions have been drawn. We need to provide the reader with all necessary information – assuming the reader is skilled in the subject – so that reported results can be verified as being correct. Based on your report, the reader should be able to repeat what you did and obtain the same (or similar) results!

2. Advice for reports

1) Write clearly: if misinterpretation is possible, don’t be surprised when that happened. Typing your report usually takes care of this.

2) Write complete equations: be unambiguous.

3) Give arguments for your answers.

4) Show your work.

5) Figures and tables must be numbered consecutively and must have captions. Axes in figures should be labeled.

6) Your report should address every figure or table you provide in terms of what it shows, what you observe, and what you conclude from your observations.

3. Web resource

You may find some guidelines for report and presentation preparations, for instance, here:

http://www.writing.eng.vt.edu/

Of course, a number of books and other publications can also be found elsewhere.