

# CSCI 1106

## Lecture 23

Report Writing



# Report Structure (Beginning)



- Title
- Author(s) information

First Author Name	Second Author Name	Third Author Name	Fourth Author Name
B00xxxxxx	B00xxxxxx	B00xxxxxx	B00xxxxxx
CS1106 Section x	CS1106 Section x	CS1106 Section x	CS1106 Section x
Faculty of Computer Scienc	Faculty of Computer Scienc	Faculty of Computer Scienc	Faculty of Computer Scienc
e-mail address	e-mail address	e-mail address	e-mail address

- Abstract

- A brief summary of the entire report
- Briefly stating
  - the purpose of the project
  - what was done in the course of the project
  - what the results were
- Should be limited to 100 words.

- Introduction (Executive Summary)

- Introduce the topic(s) and problem(s) at hand
- Outline what was done in greater detail than the abstract
- Discuss the results of the project.
- A clear picture of the problem and what the project accomplished.

# Report Structure (Body)

- Here are all the details that someone would need to reproduce the work
- Answer to questions:
  - Who is the audience?
  - What is the report/project about?
  - Why it is important?
  - How does it achieve the goals?
  - What results are achieved?

# Report Structure (Body)



- Background

- Sets the context for the report such as explaining what technology was used
- Describes previous work and concepts that were used in the project
- Discusses common assumptions made in the course of the project
- Typically have quite a few citations
  - Because it discusses work, ideas, and concepts that preceded your project report.
  - Be sure to properly cite all material that you reference in your report.
  - **Cite** all figures, tables and formulas in the text, and also add **caption** for

# Report Structure (Body)



- Main Body (Marathon, Hurdles, Curling)
  - This section answers several questions about your program for each event.
    - What is the problem being solved?
    - How was the problem solved?
    - Why was this solution chosen?
  - Describe the event and the particular challenges that it entails.
  - Describe your solution to the problem.
    - It should describe the basic strategy of your solution and the tactics used to achieve it.
  - Justify both your strategy and your tactics (you can use state transition diagram).
    - Why did you decide on a particular strategy to solve the problem
    - why did you use the tactics your report describes
    - Your justification should also describe the strengths and weaknesses of your solution.

# Report Structure (Results)

- Results
  - Describes and analyzes the quality of your solutions.
  - Based on the competition that will take place at the end of the module
    - should describe how well your programs performed,
    - why the programs performed as well or as poorly as they did
    - how well your programs performed relative to other programs.
    - Use of tables and graphs to present your results is strongly encouraged.

# Report Structure (Ending)

- Conclusions and Future Work
  - This is a summary of the report with particular emphasis of the results of the project
  - You can also describe what else you would have liked to do with your project, how the project could be improved or extended, etc.
    - This section provides the closing bracket to the report and complements the introduction.
    - Should briefly state the purpose of the project, i.e., “We did ...”,
    - Summarize your results, with focus on how well your programs did and any major difficulties that your programs encountered.
    - Important ideas that were part of the solutions should be recapped here
    - Describes what should be done if more time to improve the programs was available.

# Report Structure (Ending)

- References

- contains a complete citation listing of any other works that you referred to or used for preparing
- Citations in computer science are typically done using end-notes[4]. However, using other styles such as the APA [1], Chicago Manual of Style [3], ACM [2], etc, are all acceptable as long as they are used consistently.

- [1] American Psychological Association. Publication Manual of the American Psychological Association. American Psychological Association, Washington, DC, USA, 6th edition, 2009.
- [2] Association for Computing Machinery. <http://www.acm.org/publications/submissions>. Accessed August 17, 2012.
- [3] University of Chicago Press Sta, editor. The Chicago Manual of Style. University of Chicago Press, 15th edition, 2003.
- [4] Mary-Claire van Leunen. A Handbook for Scholars. Oxford University Press, New York, revised edition, 1992.