

Report Writing

How to bake a cake approach

Reports: Humanities

- Are loads of reports, laboratory reports, field reports, building surveyors reports, reflexive reports (anthropology, psychoanalysis, etc.)
- SO, find out what is wanted before you start



Reports: 2 main approaches

- Bulk of reports rely on a set of commonalities based on the collection of information, examples, case studies, etc.
 - Depersonalised
 - Factually based
 - Evidentially based
 - Data used (numbers, percentages) or manipulated

Idea to present as objectively as one can



Reflective Reports: the other one!

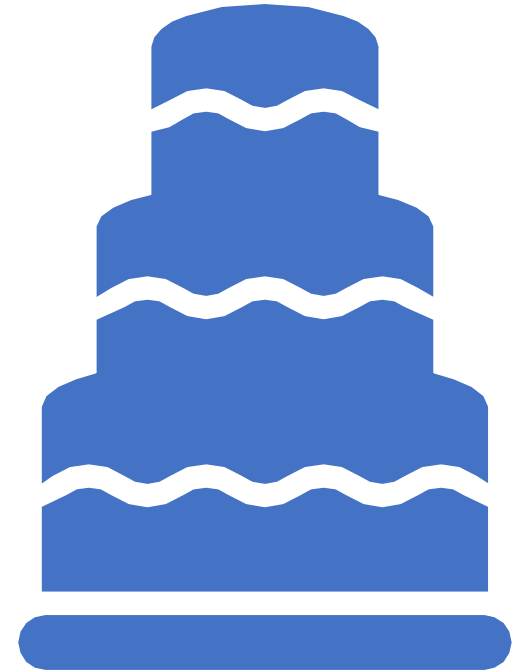
- Smaller cohort of users, Anthropology, Psychology, Psychoanalysis and... students
 - Highly personal
 - Emotionally based
 - Evidence is by personal example
 - Thought, reflections, feelings are used

Subjective, introspective, to reflect on experience and learn by it.

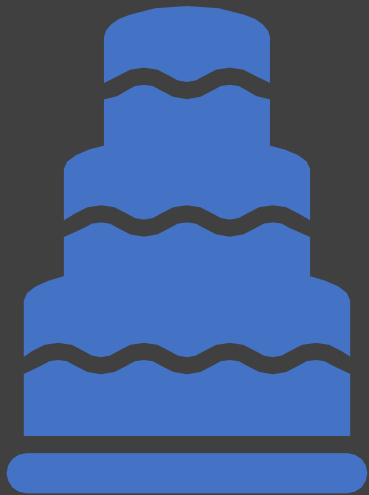


How to 'make a cake' approach to report production

- Ingredients
 - As a list of 'things' needed
- Method
 - What to do with them
 - How to construct it



Ingredients for the report-cake ?



- Theme
- Quantity
- Order/Logic
- Making it 'cos it's his birthday

- Central idea of research
- The sample = how many, from where?
- Rationale

Argument/thesis?

Ingredients for the report-cake ?

- Central idea of research
- The sample = how many, from where?
- Rationale

Argument/thesis?

Method:
production/construction

(We can cover this bit
some more next week)

Abstract/summary 150 words

Key words - 4-6 words

Introduction

Methods

Discussion (of results)

Conclusion

Reference list

Report:
What you
need to
include

Introduce the topic with title in a format that is appropriate to that topic and discipline

What are your aims/objectives

Introduce your topic, what you have engaged with, where does the research 'sit'

Present a cogent argument, supported with relevant source materials

REFLECT on or evaluate your topic

Other elements

nicely structured, well presented and
lucid report scores highly

some good illustrations go down well if
they are appropriate

fully and correctly referenced (Harvard
but this may be subject/topic specific)

Carefully edited, good reference list

Final thoughts



Do not be merely descriptive

discuss interpret analyse



Note difference between criticism and critique

use evidence not personal judgement



Reflexive reports can be highly personal, they can be about how you feel about the topic, or they can be more depersonalised, analytical - there are many ways of writing a report.