

# A Few Words

Delivered by

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# Presentation of the Report



## Judged on

- **Appearance**
- **Organization**
- **Language**

# Appearance

- **Report will be typewritten otherwise neatly handwritten**
- **The report should have cover page**
- **All pages should be numbered**



# Appearance cont....



**Before you staple the pages together stop and check**

- ❖ **Do all necessary sections and pages appear in the correct order?**
- ❖ **Hopefully you have left ample margin on the left so that the ordinate levels on the graphs are visible**

# Appearance cont....



- ❖ **If a table has to be read across the side of the page, the top of the page should be on the left hand side**
- ❖ **If you have used large sheets of graph paper for some of the figures, fold them after the report is stapled together**

# Organization



- **There has to be continuity meaning throughout the report**
- **The logical development of thought, and the orderly presentation of the subject matter provides easy reading for recipient**

# Language

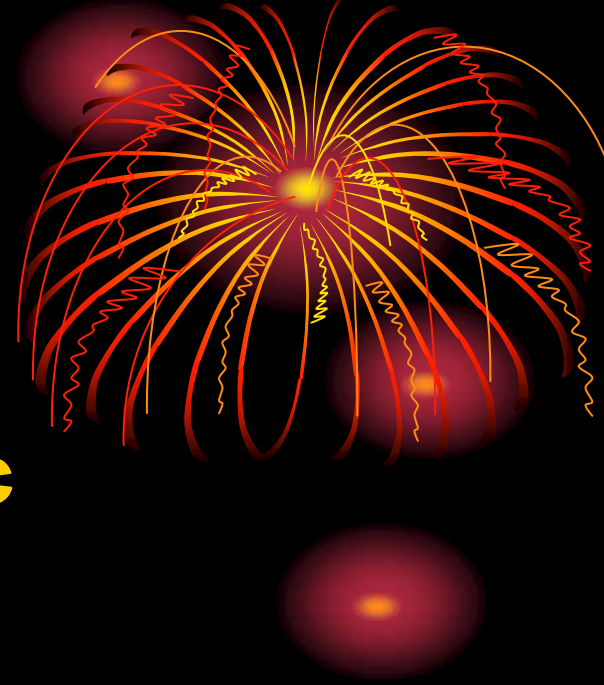


- **Use the correct tense and mood choose words that convey your meaning exactly**
- **Accuracy in expressing your thoughts is just as important as it is in your calculation**

# Language

- **Use accurate scientific vocabulary**

**My results were puzzling/  
curious (The results obtained  
were unexpected)**





# Language



**Here are some examples and their improvements**

<b>Formal</b>		<b>Informal</b>	
<b>increased/ decreased</b>	✓	<b>got bigger/ got smaller</b>	<b>x</b>
<b>obtained</b>	✓	<b>got</b>	<b>x</b>
<b>advantages</b>	✓	<b>pros</b>	<b>x</b>
<b>conduct, carry out</b>	✓	<b>do</b>	<b>x</b>

# Language



**Omit needless words.**

**See the following examples:**

- **“due to the fact that” can be replaced by “since” or “because”**
- **“in spite of the fact that” becomes “though”**

# Language



**Limit your use of:**

- **personal pronouns (*I, you, we*)**
- **emotionally loaded words (*wonderful, useless, lovely*)**

# Language



- **Do not use contractions (isn't, there's → is not, there is).**

**Probably the best advice is to avoid using the apostrophe!! Write out the expression in full.**

- **the iron's resistivity → the resistivity of the iron**
- **the cube's diameter → the diameter of the cube**

# Language



**For the most part, your report should be written in the past tense; that is, you should write as if everything took place in the past except your construction of the report**

# Language



- **“The objectives were . . . .”**
- **“The apparatus consisted of . . . .”**
- **“The valve was opened . . . .”**

# Language



- **“The curve in Figure 3 shows that the heat transfer coefficient increased linearly . . . .”**

**Notice: “The curve shows . . . .”, but “. . . coefficient increased . . . .”**

# Language

**The Theory section should be basically in present tense, but use past tense when describing previous work**





# Language



## Example:

**“Equation 3 gives the equation of state for this system. Jacob et al. (1994) obtained values for . . .”**

# Other Important Points



- **Placement of tables and figures**

**All tables and figures should be inserted in the report should immediately after they are first mentioned**

# Other Important Points cont.....



- **Numbers, significant figures**

**One of the most common faults in reporting quantitative information is the inclusion of an excessive number of digits in numerical quantities**

# Other Important Points cont.....



- **Numbers should always be reported with at least one integer to the left of the decimal point -- even if that integer is 0. For example, write 0.591, not .591**

# **Other Important Points cont.....**



**Those pages in the report  
that precede the  
introduction should be  
numbered with lower  
case Roman numerals**

# Other Important Points cont.....



## Example

**The Title Page is considered to be page -i-, but is not numbered. It is followed by the Abstract, numbered -ii-, and then by the Table of Contents, numbered -iii-, and so on.**

# **Other Important Points cont.....**



**Beginning with the first page of the Introduction, all pages, including tables, figures and appendices, should be numbered successively with the numerals 1, 2, 3, etc.**

# **Other Important Points cont.....**



**Last but not least**

**if the report is not stapled it  
is just a collection of loose  
sheets; the loose sheets  
may end up on the floor or  
even in the executive  
wastepaper basket**





**The  
End**