

## SUGGESTIONS FOR WRITTEN REPORTS

(not in any particular order of importance)

- \* the report should be self-contained. The reader shouldn't have to see your oral presentation in order to understand your report.
  - \* you should include more formulas, calculations, and details than the oral report. Think of how a textbook incorporates a variety of things like paragraphs of text, graphs, equations, tables, etc.
  - \* use equation editor
  - \* use complete sentences and indent paragraphs.
  - \* include a cover sheet (something customized would be better than the template used for homework)
  - \* you do not need to include a table of contents
  - \* mention the Excel tool or macro you used, but don't include technical explanations of how to use it.
  - \* don't be concerned about length. Make it as long as you think you need in order to explain what you want. On the other hand, if the reader had to know all about the project before reading the report in order to understand it, then the report is too short.
  - \* don't waste money on color unless you feel it makes a significant difference
  - \* look at the size of your graphs. Don't waste space. You can also wrap text around a graph or position it to one side of a graph if you'd like.
  - \* proof your work carefully
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- \* one hard copy should be submitted to the instructor
  - \* one team member should submit an electronic copy of the report to Turnitin