

# The written report



**What is the purpose of the written report?**

To convey information in an understandable and clearly structured way!



## Structure of your written report

*Title* - should give an concise outline of what is contained in your report and should engage

*Author*

*Abstract* - concise summary of the report

*Introduction* - sets, so to say, the scene, i.e. provides general and specific background information

Possibly *Methods*

*"Results" and Discussion*

*Summary* - should summarise the most important point of the report

*Figures* - are the most important part of the bulk text. It must be possible to grasp the essentials of the report by just looking at the figures. The figure captions should provide sufficient information for understanding the figures without reading the text. All figures must be referred to in the text.

*References*



## Writing the report

*Never ever copy text from other sources* (with the exception of clearly marked and referenced quotes) - *this is fraud!* Use your own words!

Reference properly.

Write concisely and in an easy and understandable way, briefly and to the point.

Think about who will read your report and adjust the level.

Grammar and spelling mistakes will inevitably distract the reader!

Active voice is better than passive voice. Don't write "we" if you mean "I" (essentially: don't use "we" if you are the only author)

Do not use acronyms other than standard ones. Define them.  
Do not use abbreviations other than the standard ones (you need not define them).



## What do we expect?

Approximately 10 pages.

*It you can convey your message in a shorter text,  
then you should do so!*

Clear structure and message.

Show that you've understood your subject and  
that you can make it understandable to a fellow reader.



## The oral presentation



## Structure of your oral presentation

*Title and Author*

*Outline* - provide the message

*Introduction/Motivation* - sets the scene

*"Results" and Discussion*

*Summary* - provide the message once more



## Preparing the presentation

Think about what you want to say. Don't put too much into your talk.

Think about your audience and adjust the level.

Use as little text as possible! Use figures instead.

Use large fonts. You have to be able to read everything from the backside of the presentation room.

Try to avoid equations. If necessary, make sure you'll go through them in very much detail. Illustrate equations.

Make it easy! You don't have to impress anybody with your knowledge.

Exercise before giving the presentation. Depending on your personality you might want to do it alone at couple of times or in front of a friend. Check the time.



## Giving the presentation

Speak clearly and approximately twice as slowly as you would like to.

Keep the time.

Try to make eye contact to your audience.

Try not to stand in front of the presentation.

Take your hands out of your pockets.

Be careful with the laser pointer, if you use one (don't hit the eyes of the audience; move it slowly so that people can see what you point at)



## What do we expect?

Max. 15 minutes.

Again: Clear structure and message.

Format: electronic, i.e. Microsoft Powerpoint or Adobe pdf



## Opposing the presentation

Read the report and some background information.

Write down a couple of questions

The meaning of the opposition is not to slate the report & presentation, but to arrive at an interesting discussion.



## Where do I find reading for my project?

Good starting point:

the homepage of the physics and astronomy library:

<http://www.lub.lu.se/en/physics-and-astronomy-library.html>

<http://www.lub.lu.se/fysik-och-astronomibiblioteket.html>



