CSCI 1108

Report Writing
Report Structure (Beginning)

• **Title**

• **Author(s) information**

<table>
<thead>
<tr>
<th>First Author Name</th>
<th>Second Author Name</th>
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• **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 is it 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**
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.
• **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.