CSCI 1106
Lecture 23
Report Writing
Report Structure (Beginning)

- **Title**
- **Author(s) information**
  - First Author Name
  - B00xxxxxx
  - CS1106 Section x
  - Faculty of Computer Science
  - e-mail address
  - Second Author Name
  - B00xxxxxx
  - CS1106 Section x
  - Faculty of Computer Science
  - e-mail address
  - Third Author Name
  - B00xxxxxx
  - CS1106 Section x
  - Faculty of Computer Science
  - e-mail address
  - Fourth Author Name
  - B00xxxxxx
  - CS1106 Section x
  - Faculty of Computer Science
  - e-mail address
- **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 it is 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 a caption for
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.
• 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.