

## How To Write a Report

Your report should have an introduction, a main body and a conclusion, as well as a bibliography.

Longer reports, in particular on your own work, also have an abstract, and sections on “Materials + Methods” and “Results + Discussion”.

For the introduction (the short abstract for a longer report):

- ❖ Be aware of your audience (what do they already know?).
- ☒ “Assume that your reader is tired, bored and pressed for time. Give her a clear notion of what your document contains, and convince her that what you have to say is important.”
- ☒ Provide an overall picture of your topic.
- ☒ Do not go into details.
- ☒ Write it last, after you have finished the rest of your document.

#1 – Determine its purpose. What should it accomplish?

#2 – Write to your readers. Who is your audience?

#3 – Proceed in an orderly manner. Research – Write – Summarize.

#4 – Length matters. Cover your topic, then quit.

#5 – Flow logically. Lead the reader from start to finish.

#6 – Appearance matters. Make it visually appealing.

#7 – Review and revise.

## What should an opposition report contain?

The report should first give a general feedback on the report:

- Was the report easily understandable?
- Did the structure follow the logical/temporal structure of the topic?
- Was it well written?

Then, it is the opponent’s task to critically consider the content, possible questions to answer are:

- Why did the writer consider only this aspect, but not another?
- If the opponent would have written the report, which questions would have appeared, are they answered by the report, if not, inquire why.
- Is anything unclear, ask about it.

From <http://www.lith.liu.se/sh2006/inledning.html> on opposition to an exjobb:

### **Opposition**

Muntlig opposition genomförs antingen före eller efter framläggning av det egna examensarbetet. Opponenten måste uppfylla samma poäng- och nivåkrav som vid egen framläggning och ska ha genomfört tre auskultationer.

Opponenten ska:

- diskutera och kommentera val av lösningsmetoder, resultat och ev. databearbetning, slutsatser, tänkbara alternativa lösningar och slutsatser, samt källbehandling
- kommentera examensarbetsrapportens principiella upplägg och relaterade formella stilistiska aspekter, samt det muntliga framförandet
- belysa det presenterade examensarbetets förtjänster och brister

Oppositionen bör tidsmässigt vara av ungefär samma omfattning som framläggningen och ska inkludera en diskussion där respondenten (den som lägger fram sitt arbete) bemöter och kommenterar opponents kritik.

En vecka innan examensarbetets framläggning ska opponenter skriftligen redogöra för examinatorn viktiga frågeställningar som kommer att behandlas, och för uppläggningsavdelningen av oppositionen. Opponent och examinator går tillsammans igenom oppositionens upplägg.

Hur många opponenter som kan accepteras på ett examensarbete avgör examinator.