

# Formal Requirements and Good Advice for Writing Reports

When a sentence says “must”, it is formal requirement. Otherwise it is an advice.

1. The front page must include name(s), student id(s), and signature(s). Unless the report is handed in digitally. In this case, the signature is not necessary.
2. The report should answer all the assignments. There is no need to repeat the questions in the report.
3. We will assess the clarity of your answers and how thoroughly you solved the assignments. An assignment is solved when you have written down your solution and explained how you arrived at it.
4. If a question involves a choice of method, argue why you chose the method that you chose.
5. The report should be rounded off by a conclusion which explains what you (or the group) learned while working on the project.
6. A good way to work is to write a project diary which you can transform into your final report when the deadline approaches.
7. Only include MATLAB code in the main text of the report if the assignment is specifically about code. Otherwise place the code in an appendix. As an exception, you may include a few lines of code in the main text if it significantly clarifies the report text. Code should always include documentation in the form of comments.
8. Appendices must have an identifier, and references to the appendices must be precise. It should be possible to read the report without reading the appendices.
9. When you interpret results, please place the results in tables or figures, and discuss the results thoroughly in the text. Remember to include text that explains the axes in graphs and plots, and explain the contents of a table.
10. Visualising results is important, but the discussion of the results is equally important. Remember to interpret results and to discuss what conclusions that may be drawn from a figure.
11. It is important to experiment with the scales for the axes when you draw a graph or do a plot in MATLAB. Use the scales that best illustrate the relation you are plotting (or graphing) in your report.