

# COMP1200 Perspectives on Computing

Report Writing  
Paul Preston

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## Perspectives



Chalk drawings from Julian Beever: an English artist famous for his art on the pavement of England, France, Germany, USA, Australia and Belgium. Beever gives to his drawings an amazing 3D illusion.

First, read and understand the instructions

Assignment 1

Marked out of 30

30% of class mark

10% loss per day late

Submission: check your website



Write at most 2 pages

Format your text in 2 columns

Use 10 point Times font

Title in 14 point bold type, centred between two horizontal lines

Place authors full name and student number below the title

Number section heading (a table of contents is optional).

Label Figures or Tables (referred to them in the body of the text)

Single line spacing.

References – 4 to 6 (Harvard)



## Appreciate the Marking Criteria

Aspect	Mark
Relevance	4
Content	14
Presentation	6
Referencing	6
<b>Total</b>	<b>30</b>

## Second, place your due date in your time management plan

- Work back from the due date
- Work consistently – research and writing
- Be aware of penalty for late submission
- Be aware of how to apply for an extension
- Be aware of electronic **and** physical submission requirements

## The PROCESS - example

Hours

- Analyse the question
  - Find sources
  - Read and take notes
  - Outline your essay
  - Write your first draft
  - Seek other sources if necessary
  - Ask ASLC to read draft
  - Write further drafts
  - Submit your report
- Total (guideline)

8

## Thirdly, it is expected that your report will

1. be clearly focused on the set topic and will deal fully with its central concerns
2. be the result of wide and critical reading
3. present a reasoned analysis
4. be competently presented

*What is "spyware"? How does it work? What is its history and its likely future? Is it really a serious problem? What can be done about it?*

1. What do you have to demonstrate knowledge about → spyware
2. What issues do you have to inform us about? → Define, operation, development, seriousness, options
3. Limiting and directing words → The "what"/"how" conundrum

*What is "identity theft" and how has the internet led to its growth? Explain how it is done and what its consequences are. Is it really as serious and widespread a problem as some people claim? What can be done about it?*

1. What do you have to demonstrate knowledge about → Identity theft
2. issues do you have to inform us about? → Contribution of the internet
3. Limiting and directing words → What, explain how, consequences, seriousness, options

*The growth of widespread wireless internet access in public places has, according to some, introduced major problems related to security and privacy. What are the claims, and what is the truth about them? Trace the history of the problem as well as its current status.*

1. What do you have to demonstrate knowledge about → Wireless internet
2. issues do you have to inform us about? → Security and privacy
3. Limiting and directing words → Growth, public places, according to some, major problems, claims, truth, history, status

## Report Structure

Introduction /Overview

*What are you reporting on and why?*

- ❖ Introduce your topic
- ❖ Outline the key issues you will address and why they are important [briefly]

Main body of the report (in paragraphs)

Identify the key issues you are reporting on

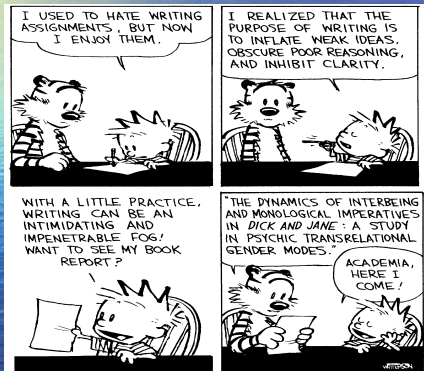
- ❖
- ❖

Conclusion

- ❖

References list

## But be clear in what you say



- Inform
- Inform and Persuade

Cartoon Source: <http://www.cc.jyu.fi/~otto/pics/calvin-writing.gif>

## Use disciplinary language



- Use language that communicates to your audience
- Develop a logical analysis that informs your audience

## The Four Moves of an Introduction - Question 1

Identify topic – e.g.,  
*Spyware involves ...*

Identify [briefly] what is known  
Spyware is useful because ... but has the serious problems of ....

Identify line of analysis  
Central to an analysis of spyware are the issues of...

## The Body of the Report

The body of the report expands on the introduction – i.e., what you have introduced in the introduction in answer to the question.

1. Assume 7 - 10 x (10-12) line paragraphs
2. Divide the body of the report into the number of areas you have to cover:

Spyware originated from ...

The seriousness of spyware is seen in ...

In contrast the benefits of spyware ... ..

A range of possibilities are outlined in the literature ...

## Writing Paragraphs

A paragraph is a basic unit in writing.  
It is not a single line sentence.  
It is a series of sentences - 10-12 lines.

The first sentence is usually the topic sentence: it introduces the introductory /umbrella point you are making in relation to the question/topic.

### For example

*One of the central concerns over the misuse of spyware is ...*

*Explain what it is; explain why it is a concern, support with evidence and illustrate with example. Conclude*

## Writing Conclusions

What did you find?

*This report has found that the effects of spyware ...*

What do you conclude? [i.e., what does that finding mean?]

*Thus, it is concluded that ...*

What are the implications of your conclusion for the discipline i.e., computer science]

*Minimising the negative effects of spyware ...*

## Style and Presentation

Check

- You have used gender neutral language
- The report is grammatically accurate
- The report is punctuated appropriately
- Your spelling is correct
- You have proof read the document aloud, reading exactly what is on the page
- You have submitted the report by the due date
- You have acknowledged sources and direct quotes

## How Much Research?

1,000 words: how many sources would you be expected to consult? – b/w 4-6 sources of information

### Wide reading

variety of sources

Internet sources, books, journals, chapters, newspaper articles...

### Critical reading

Not everything you read is authoritative:

*Refereed/non-refereed; moderated/unmoderated*

No one view, solution, approach...

## Supporting your analysis with evidence

You need to use a citation (Bartlett 2002) every time you make a claim, paraphrase, refer to statistics or use other people's ideas or words.

Spyware has problems– *how do you know?*

Identity theft using the internet is a problem ... – *how do you know?*

## Sample Harvard (in-text; author:date) referencing

1: Paraphrase:

The type of consent is not specified as being explicit or merely implicit consent (Tucker 1992).

2: Direct Quote:

According to the Stahl (2002:2) "power is the ability to achieve one's goals".

3: Long Quote (more than three lines long):

As Stahl (2002: 2) points out:

Power is the ability to achieve one's goals, and in an information society information replaces weaponry and monetary wealth as the principal source of power

This statement sums up...

## Basic Principles in referencing

1. Cross-check that the sources you mention in the text as in-text citations are listed in the References section
2. Where you reference words, ideas or particular facts (eg statistics) from another source, give the page number/s.
3. Check that you have used the exact words of direct quotes.
4. References should be in alphabetical order, by author's/corporate author's/editor's family name

See [http://academicskills.anu.edu.au/online\\_materials/referencing/referencing.php](http://academicskills.anu.edu.au/online_materials/referencing/referencing.php)



Perspective