

**THE WRITING OF A REPORT BY A STUDENT IN THE
STATISTICS DEPARTMENT OF THE
ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS**

**(From the book *"The Teaching of Practical Statistics"*
by C.W.Anderson & R.M. Loynes (Wiley, 1987))**

A.1 INTRODUCTION

For most, possibly all, of the practical projects that you will carry out in your course you will be required to write a report, summarizing what you have done and what your conclusions are: the suggestions in this handout are intended to help you with that task. (This material is concerned particularly with the relatively short report appropriate to small projects, but most of the points apply much more widely-to theses for postgraduate degrees, for example, and to reports to be written within the context of ordinary commercial employment. There may well be a required or preferred form for these, which you should then study and follow, but this is likely to dictate only the structure, and the other aspects will then be similar to the present ones.)

There are several aspects, quite different in kind, of writing a report, and they will be discussed in turn:

- (a) structure;
- (b) content;
- (c) presentation;
- (d) style;
- (e) the preparation in detail.

Only general guidelines can be given, of course, which must then be interpreted and applied to the immediate task. The most important thing by far is to realize that a report is good if-and only if-it is effective, which means that it gets its message across: anything which diminishes its clarity or tends to irritate the reader will detract from that.

Elementary Written Report Sample

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