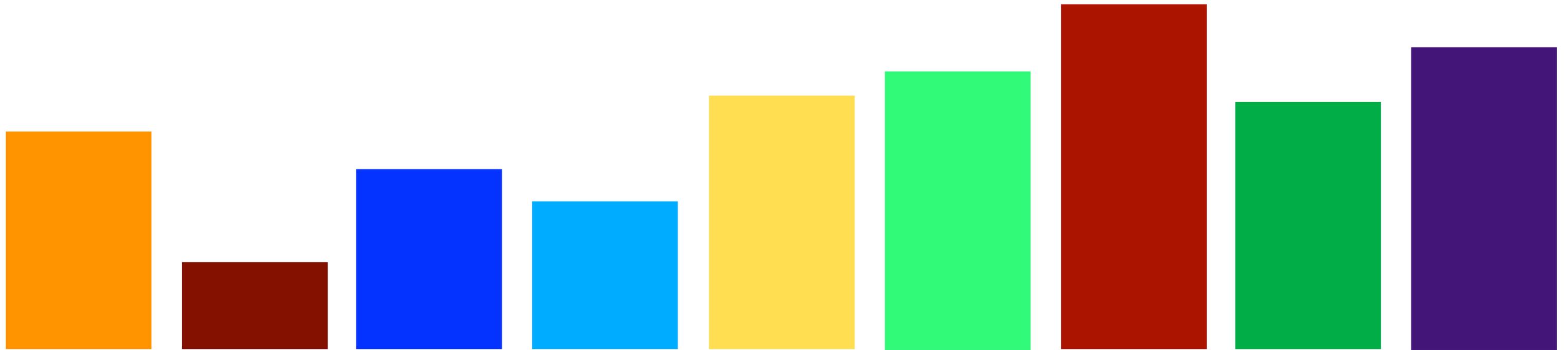


Report Format for Studio Reports

Stuart Jones



Report Format for Studio Reports

The following document should be used as a guide when writing a report for studio based assignments. The content of your report will change depending on the nature of the assignment.

Report Format for Studio Reports

- When preparing your report, remember that you are describing how you gathered data and achieved your results in a technical experiment.
- You should aim to write a brief scientific report with all relevant information clearly presented and labelled so that the reader can find it quickly.
- Write in a structured form with appropriate sections.

Report Format for Studio Reports

- Reports can be written in English or Welsh and in an appropriate style for a scientific publication.
- It is preferable to write in the third person, i.e. '...the level was set to...' rather than '...I/we set the level to...' to.
- The report must be in your own words and written in a style that is understandable in a technical manner. Remember that the quality and clarity of your report affects your marks.
- Plagiarism is dealt with through the appropriate means in the School.
- Always spell check and always read your report out loud once completed.

Structuring Your Report

1. Introduction

- This section should describe the research area and describe any theoretical background that is necessary for the understanding of the experiment procedure and aims.
- In brief, a theoretical background is a framework you use to stop your research from going off track. Discuss the background to your research.
- Literature review - Has this been researched before? Would be arrogant not to take other peoples opinions into account.
- You should structure your introduction so that the motivation for your proposal becomes clear.

Structuring Your Report

2. Aims and Objectives

- State the aim and objectives of the experiment correctly and concisely.
- Be sure that this follows naturally from the introduction in which you should have set up and highlighted some critical issue that needs to be resolved.
- Have no more than three aims (e.g. the aim of this project was to record the band in a live studio setting etc).
- Elaborate aims & objectives. (i.e. Therefore the aim of this research is to investigate the impact of.....)

Structuring Your Report

3.Experimental Procedure

- Describe the procedure (recording, mixing etc), equipment used and how it was set up and applied. The text should be clear and detailed but without being too extensive (there are no extra marks for the number of words).
- Appropriately labeled tables and graphs (track sheets, mark up sheets and labeled screen prints for example) are preferable to 'burying' your results in large sections of text. Simplify the experimental procedure by breaking your research into sections.

Structuring Your Report

4. Analysis/ Discussion of Results

- Demonstrate an understanding of the results and their implications.
- Comment on tables and graphs and how these describe the experimental outcomes.
- Compare your results with other publications and comment on any differences observed - Are your results what you would expect?
- Identify any sources of error, and how these could possibly be reduced.
- Describe major findings and inferences from this experiment.
- Operationalisation (research term)- how am I going to measure my aims. How am I going to quantify them?

Structuring Your Report

5. Conclusion/Evaluation

- Summarise your working procedure and how this helped you to achieve the stated aims and objectives.
- Conclusions should **not** introduce any new information that is not contained anywhere else in the report.
- You should describe major experimental findings and their implications.

Structuring Your Report

6. References

- You should support your understanding of theory and compare your results using appropriate published material. Please use the Harvard System (http://lcss.glam.ac.uk/media/files/documents/2010-11-22/harvard_referencing.pdf).
- (Note that web references may not be as precise and authoritative as other material, which has been published through the traditional means).

Structuring Your Report

The Six Steps

1. Introduction
2. Aims & Objectives
3. Experimental Procedure
4. Analysis/Discussion of Results
5. Conclusion
6. References

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