

## Writing for projects and dissertations

Section	Suggested content	Notes (add your own)
<b>Abstract</b>	This is the way the world is This is what is wrong with the world (problem statement) Here is my idea/innovation/insight This is what I did and found	
<b>Introduction</b>	Provides the reader with an explanation of what the report will contain (overview and structure)	Why the report is worth reading!
<b>Background</b>	Explains the context of the work Literature review – existing work, and existing methods/methodology Review of any software to explain motivation Note: you may refer back to this section during your discussion/conclusion/future work	Papers still exist, so you refer to these in the present tense
<b>Method</b>	An account in the past tense of what you did to create the artefact. An account of any testing/evaluation of work with user evaluation if relevant Provides evidence of the development process.	Fully document the steps you followed ideally with reference to your use of recognised approaches and methodologies Written in the past tense – you did the work!
<b>Discussion</b>	A step by step review of the achievements itemised in method An evaluation of the work as a whole in the context to the literature review and background research A reflective review of the process of working on the project Analysis on any evaluation and testing regime	
<b>Conclusion</b>	Claims for achievements of the system as a whole. Highlight any key findings Suggest possible future works and developments	Good idea to itemise your achievements Do they match your stated objectives? Do you need to revise your stated objectives?
<b>References</b>	List of all the citations from the text	
<b>Bibliography</b>	Any general sources which were used	e.g. general books on writing, surveys etc. which you used but which you did not explicitly cite in the text
<b>Appendices</b>	Evidence of all the claims you are making in the text	

Always refer to the mark sheet for exact requirements, however in ECS you can typically expect marks to be spread across six broad categories:

- **Management**
  - formal evidence is provided via a project plan and milestones, and discussion as to how you kept to plan. Can include a risk analysis, the plan may have been revised
  - Implicit evidence – the amount of progress you have achieved, and by implication your management of the task will be evident from a range of items including the claims and evidence of your work, the completeness of the text, the organisation, the balance between the sections
- **Technical approach** – demonstrate this in ways appropriate to the focus of the task; e.g. with robust statistics, clearly described theory/methods, or good software engineering, clear statement of methodology, evidence of any technical/intellectual decisions you needed to make and justification.
- **Testing and Evaluation** – again, as appropriate evidence that you took a rigorous approach to testing and evaluation by an appropriate method e.g. logical reasoning, statistical testing, software testing (mostly in method and discussion section)
- **Achievement** – aim to show what you have achieved; e.g. new knowledge or insights, new methods, new artefacts
- **Writing** – well structured, free of errors, appropriate use of diagrams, tables etc. References cited and correct use of reference protocols
- **Understanding** – report shows that you understood what you are doing and the extent of your achievements