

How to write a report

How to write a review

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Purpose of a report: writing to be read

A key thing to keep in mind right through your report writing process is that a report is written to be read, by someone else
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This has value, but only short-term

The next broader possibility is that your report is readable by others that may continue on your work and improve it, or learn from your work

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For instance, names of various protocols/algorithms/steps in your solution or names/symbols for mathematical notation

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Never start a sentence by a mathematical symbol

It is always possible to restructure the sentence such that it starts by a word starting by a capital; this improves readability

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Main issue: support improvement of the paper

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Is the terminology clear?
Are the notions and symbols used defined appropriately?
- Are the results explained properly?
Are there technical holes/flaws?
Do the results show how the work presented is better/worse than the other cases of comparison?

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- Always feel free to follow your own ideas if you have a good motivation
- Reviewing: comment on a paper to support improvement
- For adjusting your paper according to comments from a review: only follow the suggestions if you believe this will improve your paper