

Guidelines for a Really Great Report

Accuracy

- ◆ Make sure you have done the calculation...
correctly.
 - ◆ Check the text book
 - ◆ Ask someone
 - ◆ Think about

Accuracy

- ◆ Check tables... **again**
 - ◆ Units! Units! Units!
 - ◆ Ask someone
 - ◆ Think about

Accuracy

- ◆ Make sure methods are what you **really** did.
 - ◆ Check your notes
 - ◆ Ask you team members
 - ◆ Think about

How big was the circular plot we used on the field trip?

Where were the plots located?

How long was the transect?

Completeness

- ◆ Address **all** the questions I pose
 - ◆ Check your assignment memo
 - ◆ Double Check your assignment memo
- ◆ Sufficient detail?
 - ◆ I should make sense to someone not in this class
 - ◆ Think about the situation

Concision

- ◆ Don't ... **ramble on.**
- ◆ Use **professional tone, not casual style**
- ◆ Reread memo and delete all **unnecessary sentences and words**
- ◆ Ask someone to read your memo and get rid of even more "fat".

Decisiveness

- ◆ You should be brave enough to make a conclusive:
 - ◆ statement of your findings
 - ◆ recommendation
- ◆ Offer at *take home message*
- ◆ But, don't go beyond you data!

Odds and Ends:

- ◆ Include an opening and closing statement
- ◆ Write methods and results in past tense
- ◆ Refer to a table only after you have described the data.
 - ◆ “*Site 1 had more grass than site 2 (Table 1)*”
 - ◆ **Not**, “*Data on cover is in Table 1*”
- ◆ Table and memo should be able to stand alone without each other.

Going for the A!

- ◆ **Get the details right**
- ◆ Bring in supporting information
- ◆ Go beyond the questions posed

Going for the A!

- ◆ **Supporting Evidence:**
 - ◆ Comments for land managers on the project (i.e. Kerrin Doughlahan or John Dyer)
 - ◆ Text book
 - ◆ Riparian books
 - ◆ Web page about the area
 - ◆ Etx

Going for the A!

◆ Did you discuss:

- ◆ Validity of method used?
- ◆ Detailed location of project?
- ◆ Grazing, fire, drought?
- ◆ References to published research on the methods used?
- ◆ Implications to grazing, endangered species, wildlife habitat, water quality?

Final details

- ★ Create a graph or table support your conclusions. But, be concise and only use if necessary.
- ★ Include raw data and calculations at the end of the report memo or as a separate file.