

Pre session polls

What level of study are you?

- Access
- Level 1
- Level 2
- Level 3
- Postgraduate

What would you consider is your main area of study?

- Arts
- Languages (English & other)
- Social sciences
- Business and law
- Science
- Engineering or technology
- Maths
- Health sciences
- Education
- Sports
- OTHER

What module are you studying or will you be studying?

Have you been to any student hub live online events before?

- Yes previous writing retreat session(s)
- Yes exam / EMA workshops
- Yes Essay writing workshops
- Yes other
- No (but have listened to one or more recording)
- No (didn't have time)
- No (wasn't aware of before now)

Initial polls

What is your main reason for coming along this evening?

What does report writing mean to you?

Report Writing

Formal structured writing for experiments, case studies etc

Introductory video

- Here's one we prepared earlier.

Breakout practice

- To get used to the breakout room format have a brief (2 minute) discussion on the video that you have just watched and make a couple of notes that you can then bring back to the main plenary.
- To speak remember the microphone activation (which will be shown in the room too)
- You can copy any of the notes you make in the chat there into a document or your clipboard so you can share them in the main room
- **Remember to check the number of the room you are in (shows at top of chat pod as “chat x breakout y”) in case of connection issues and for bringing back information.**



Plenary

Sharing from breakout practice

Poll

- What do you think are some of the key differences between report writing and other academic forms of writing?

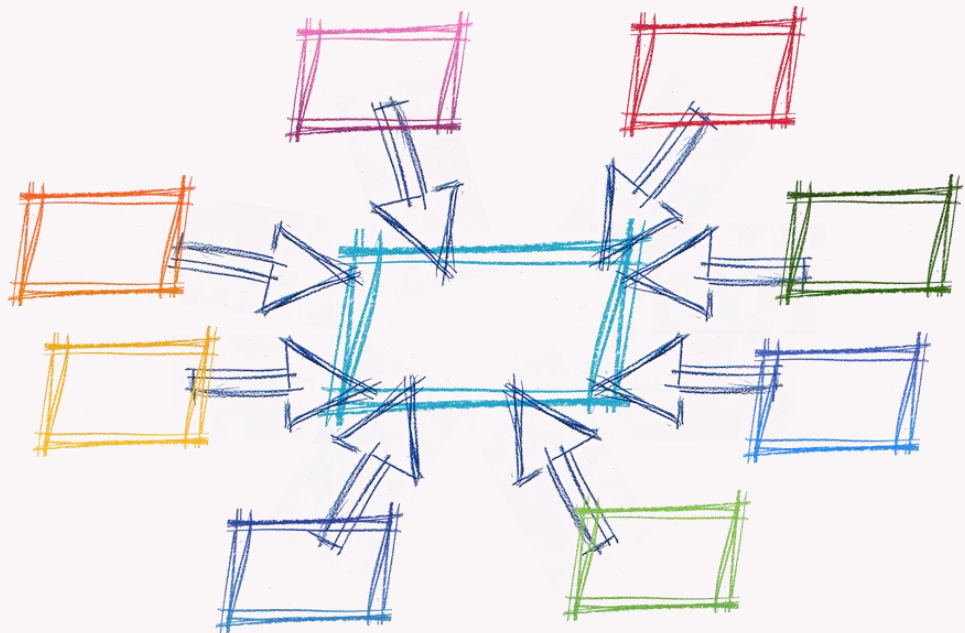
Good Report Writing

Julie Robson

School of Environment, Earth and Ecosystem Sciences

Appropriate language

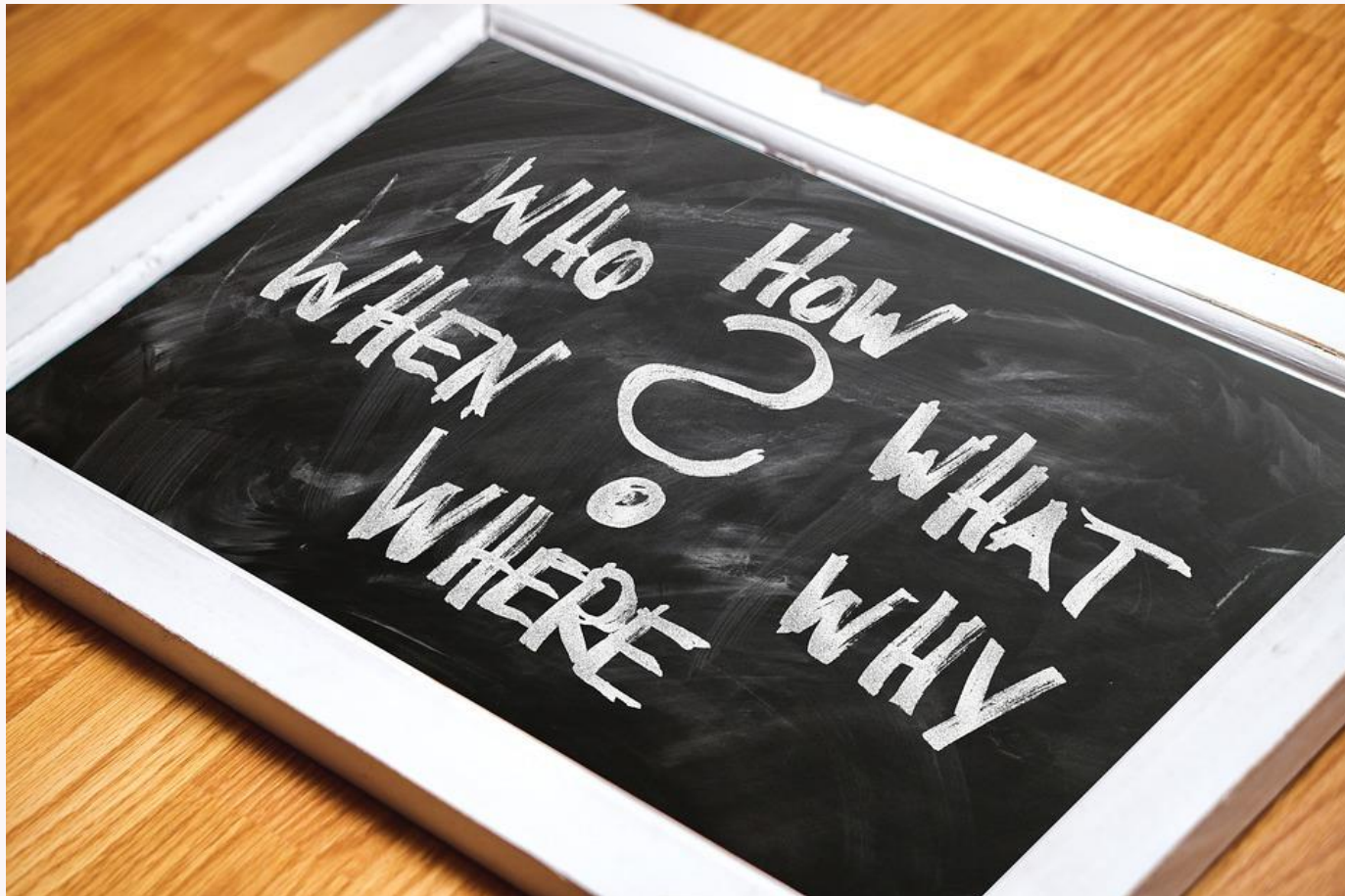
- Fit for audience
- Meets purpose
- Non repetitive



Does what it says on the tin



Clear and concise



Don't leave the reader to interpret



Each section has a purpose

- Title
- Abstract
- Introduction
- Method
- Results
- Discussion
- References
- * Appendices

The Title is key

- A good title is one that describes the content as accurately and succinctly as possible

So what now?

Putting it into practice

Chocolate bars are better than boxes

A report



Putting it into practice

- Your scenario is chocolate bars are better than boxes.
- You'll be working on 1 of 4 areas – introduction, methods, results and discussion
- Think about and discuss what you would need in each section and what pitfalls there might be

Breakout room activity

- You will have 10 minutes to work on a section of a report and formulate some ideas about what would be good to include
- There will be some prompt questions for you to think about to help you formulate your discussions.
- You can use the chat pod available to write answers or discuss on microphone
- **Remember to check the number of the room you are in (shows at top of chat pod as breakout x) in case of connection issues and for bringing back information.**

Breakout prompts

- You may like to think about the linguistic aspects such as tone and tense
- Remember the purpose of your section and whether it is saying what will be done or what has happened or linking to other research
- You don't need to actually know lots about chocolate bars and boxes, this is about thinking about what needs to be done and how each section should be structured and what goes in

Breakout activity

Breakout Plenary

What do you want to share from your discussions?

The abstract

Bringing it all together

Poll

- Have you had to write an abstract at university level before?
 - Yes
 - No
- What is the most difficult aspect of writing an abstract for you?

Final Plenary

What have you learnt?

Final polls

What do you feel is the main thing you will take away from this evening?

What are you going to do as a result of this evening's session?

Are there any other topics that you would like us to cover in future?

Looking forward to editing

In readiness for the editing masterclass part 1 (25th July) look back at one of your past pieces of work and try and make a list of 5 aspects of the writing that you did well and then 5 aspects that could do with improvement (either because your tutor mentioned, you lost marks, or you now see things differently)

Thank you for coming!

Do please join us for the other sessions within our online writing retreat:

Editing part 1 – 25th July

Editing part 2 – 1st August

Past student hub live online sessions [here](#)

Visit us at <http://studenthublive.open.ac.uk/>

Send us feedback at studenthub@open.ac.uk

View past (live) recordings on www.youtube.com/thestudenthublive