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

Have you been to any student hub live online events before?
- No (I’m brand new!)
- No (but have listened to one or more recording)
- Yes this year (any 2020)
- Yes last year (any 2019)
- Yes other
What are student hub live online sessions?

- All student hub live sessions are non modular and focus on skills relevant to study at university level.

- Polls are anonymous to other participants but the chat box will have your logged in name associated with your comments.

- All online sessions are recorded and available to view on catch up on a public facing website.

- Slides are available to download during the session and from the main website.
student hub live is the OU’s live online interactive platform to support academic community

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Initial polls

What is your main reason for coming along today?
(If you are on a mobile device remember you need to tap into the polling option)

To come back to these slides after completing a poll click on the share pod slides icon
Report writing
This was our advert...

Report writing is a particular way of presenting information and follows set criteria in most cases. In this workshop we’ll cover how to set out your report and cover some of the ways you can make it as effective as possible, as well as common mistakes that people make.
Workshop

- This is going to be a structured workshop to help you get thinking about report writing
- We’ll look at what is meant by report writing, including some different styles and methods, as well as key points for what needs to be included
- Then we’ll give some tutor advice
- You’ll also get the chance to discuss things with others in a small group
Session purpose

**Is for:**
- Covering the basics of report writing
- Give some guidance about ways to write reports
- Provide a space to share ideas and connect with other students

**Is not for:**
- Telling you what you HAVE to do
- Providing any module or subject specific advice
First thoughts

- What do you think makes a report different from an academic essay? Please use the short answer poll pod to give your ideas and see what others suggest.
Some ideas

• Title page
• Abstract / executive summary
• Structural / presentation differences e.g. Sub headings for sections, bullet points
• Dedicated results and illustrations of those results
• Language is appropriate and more targeted to topic
Appropriate language

- Fit for audience
- Meets purpose
- Non repetitive
Audience

- Explain in the short answer poll provided what you understand by the term audience in the context of a report.
- Who will be reading it and how much understanding they already have?
- What are the implications of this?
Report introduction

• Essentially an essay in itself
• Conveys the background information and explains why the concept is important and how it adds to knowledge
• Covers the existing knowledge and where this specific report fits in
Each section has a purpose

- Title
- * Foreword
- Contents
- Abstract/Executive summary
- Introduction
- Aims & objectives
- Method
- Results
- Discussion / recommendations
- References
- * Appendices
Does what it says on the tin

- Green tin with grapes: Correct (green checkmark)
- Green tin with pineapple: Incorrect (red cross)
- Green tin with cucumber: Incorrect (red cross)
Duplication and signposting

- Will occur within a report due to different sections with different purposes. Not a problem!
- Signposting is making it clear what is covered where, so the reader can immediately locate information
- Signposting is often much more explicit than in an essay and you can use different devices
Poll time

• Have you had to write an abstract at university level before?
  • Yes
  • No

• If you have please use the short answer poll to indicate what is the most difficult aspect of writing an abstract for you? Even if you haven’t do look through the suggestions provided by others
Abstracts

• Should give a concise overview of the whole report and will include repetition of what is in the report (although not whole sentences)
• They do require you to understand the whole report so must be written last
• Very often they address each section in brief, and in turn
• They exist to allow the reader to make a decision about whether or not the report is relevant, and to decide **which** aspects are relevant
• Don’t mislead your reader!
Bad abstracts

• “Abstracts of scientific papers are sometimes poorly written, often lack important information, and occasionally convey a biased picture”

   Andrade, 2011

• Abstracts do not review the content, e.g. place an opinion on it, they simply report it

• [link](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3136027/)
Information polls

What level of study are you?
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Are you currently...? (please choose the one that is closest)
- Brand new to OU study (2020 start)
- New in 2019
- Have done at least one previous OU module (in last few years)
- Have done at least one previous OU module (many years ago)

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- Yes last year (any 2019)
- Yes other
Discussion activity

- You will have 10 minutes to discuss which areas of a report are most important to you so that you can work on them after the session.
- You may have a similar focus as others or different but will all have ideas to share.
- You do not have to speak on mic if you don’t want to but please do interact with your group using the chat option.
Useful points for breakouts

- We suggest you use the first couple of minutes to introduce yourselves and get used to the room. Choose a volunteer to keep the discussion on track and feed back to the main room.
- Remember to activate your microphone to speak as per the instructions given.
- Breakout groups work best if people engage and contribute and discuss.
- There will be ~10 minutes for the breakouts overall – we’ll send regular reminders to let you know how long you have got left.
Breakout activity

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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.
This session is currently in breakouts (small groups).

If you are part of this group and have had connection issues please let us know your room number in the chat box.

If you are only just arriving in this room then unfortunately you have missed the main session. Please log back out and watch the recording which will be available later today.
So….  

- What can people share from their sessions?
Take home message

• A report is a specialised piece of academic writing that has a directed remit.
• Each section must meet what it is designed to cover.
• Unlike a normal academic essay there will be duplication as different sections have specific purposes.
Final polls

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

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

Which of the following elements of this session did you find useful?

- Tutor led explanation
- Opportunity to chat in text chat box
- Opportunity to suggest ideas in polls
- Opportunity to read ideas suggested in polls
- Breakout room (discussion with / learning from other students)
- Breakout activity (reflecting on the concepts in more detail)
- Any other aspect (please give details in chat)
Upcoming workshops

Study skills workshops for skills for academic study in this room

New radio / podcast show starting 18/3 (developing your academic planning and writing)

Details, booking and catch up

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