

Stat 998, Fall 2012 (Larget) Evaluation of Reports

Each report for this class is evaluated as if it were written for the client. In most cases, it will eventually be read by the client, who is very interested in what you have to say. Further, the client should be treated with respect and informed in his/her language — s/he should be able to comfortably read and understand the whole report.

The report should have sufficient detail that another consultant could pick it up and quickly determine what you did, how you did it, and why you chose to do things in that manner.

Note that your report should not include a repeat of the original problem. You need to abstract relevant information and rewrite in your own words.

Grading is divided equally into 5 areas, as outlined below:

client

- written at client's level
- answers his/her questions
- neat, clear presentation

summary

- clear and organized
- concise
- sufficient detail

graphics

- plots and tables neat
- appropriate and relevant to questions
- key features highlighted

design

- understand key features of experiment
- special aspects of note
- connect design to analysis smoothly

analysis

- well organized and concise
- address key questions
- sufficient detail for another consultant
- avoid jargon
- interpret results for client