

Stat 998, Fall 2013 (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. Furthermore, 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 the level the client can understand;
- answers the questions posed by the client;
- presentation is neat, clear, and organized

- **summary**

- includes a brief problem description in the consultant's words;
- contains a correct interpretation of results;
- includes concise presentation of results with brief summary of the statistical justification;
- addresses the client's questions;

- **graphics and tables**

- graphs and tables are neat, well constructed, and easy to understand;
- each graph or table includes an informative caption with sufficient information to describe the contents;
- each graph is relevant and appropriately highlights a feature worthy of discussion;
- key findings are demonstrated with appropriate graphs;

- **model and design**

- selected statistical models fit the design of the experiment;
- model used conveys and understanding of key features of the experiment;
- model is statistically appropriate;

- **analysis and interpretation**

- correctly connects statistical evidence and results to the key scientific questions;
- interpret's results in a manner the client can understand;
- avoids unnecessary jargon;
- addresses key questions;
- contains sufficient detail for another consultant to replicate the analysis;
- is well organized and concise.