



SUMMER OF INNOVATION

NASA White Sands Test Facility

How to Write in the World of Work

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Report Writing Keys

- Address report to the reader (audience)
 - Determine who your customer is and what they need (e.g., special, standard, formal, and presentation)
- Use understandable terminology
- Be clear, concise, informative – keep it simple

Report Writing Keys (cont)

- Explain what you know NOW or have discovered about the problem
- Include summary tables and plots (figures) in the body of the text as close to their references as possible

Report Writing Keys (cont)

- The report is about the data, not you (Active or Passive Voice?)
- Label all tables and figures so they are understandable when viewed alone
 - If using more than 5 tables or figures, create a Table of Contents
- Check organization, spelling, and grammar

Report Organization

Formal Report

- Signature Page
- Abstract
- Table of Contents
- Introduction
- Material and Methods/Design of Experiments

Report Organization (cont)

- Results and Analysis
- Conclusions
- Key Tables and Figures (Graphs, Plots, Illustrations)

Peanut Butter & Jelly

- How to Make a Peanut Butter Sandwich Report
- Learning Outcomes

