During this workshop, we will spend time examining two final reports written by former students. The first is “PuckPlayer: An Interactive Air Hockey Game Against a Robot Arm”; the second is “Heart & Soul Squid: Design and Assessment Report.” Both reports were good, but neither was perfect.
Examine the Overall Report Format

<table>
<thead>
<tr>
<th>Line leading</th>
<th>Paragraphing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Font style</td>
<td>Pagination</td>
</tr>
<tr>
<td>Font size</td>
<td>Appendixes</td>
</tr>
<tr>
<td>Visual hierarchy</td>
<td></td>
</tr>
</tbody>
</table>

Are there shifts in line leading, font style, or font size throughout the report body?

Are the headings spaced appropriately (upper level headings use more space before/after, subsequent levels are closer to text; headings are not equidistant between paragraphs)? Are there too many or too few headings?

Are the headings numbered correctly? Do the heading styles reflect a visual hierarchy (uppercase + bold; bold; bold italics; italics; etc.)? Are the heading styles consistently applied?

Does it use block paragraphs?

Does the cover page or executive summary have a page number (they should not)? Does the table of contents use a lowercase Roman numeral for the page number? Does the report begin on page 1 (with the introduction)? Are the appendixes paginated appropriately (A-1, A-2, B-1, etc.)?

Is each new appendix on a new page? Does each appendix have a label (Appendix A, Appendix B, etc.) and a subtitle that reflects its contents? Does each appendix contain a short explanatory paragraph describing its contents?
Examine the Report Visuals

- Figure captions
- Labels & callouts
- Table captions
- Visual types
- Figure & table placement

Are the figures numbered in order? Are the figures referenced in the text before they appear? Do the captions appear below the figures? Are the caption margins limited to the figure margins, and aligned left?

Are the tables numbered in order? Are the tables referenced in the text before they appear? Do the captions appear above the tables? Are the caption margins limited to the table margins, and aligned left?

Are the figures and tables centered between the left and right page margins? Are the sizes of the figures and tables large enough to be legible, but not so large that they interrupt the body of the report (usually no more than 1/3 page)?

Do the figures use useful, legible labels and callouts? Do they label dimensions?

Evaluate the types of visuals used (praise or criticism). E.g., Is a photo used when a line drawing or sketch may be more useful?
Evaluate the Table of Contents

Alignment
Visual hierarchy

Use of leader lines
Pagination

Do the page numbers align?
Does the formatting reveal the visual hierarchy of the report? Are the different section headings aligned consistently?
Does the TOC use leader lines?
Is the TOC numbered using lowercase Roman numerals?
Evaluate the Executive Summary

Purpose statement
Product/prototype description

Does it contain a purpose statement? How clear is the statement? Where did the team place it? Is this effective or not (and why or why not)?

Can you describe the team's product and/or prototype after having read the executive summary? What is it? What parts does it contain? What would one do with it (and/or what is it capable of doing)? (If the answers to these questions is no, what is missing?)