

# Report Writing



# Three-parts Structure

- Introduction
- Body
  - Empathize
  - Define
  - Ideate
  - Prototype
  - Test
- Conclusion

The next few slides will describe how to write each of these sections.

There is also a report sample that you can refer to on the website.

# Introduction

Your introduction should explain...

- What is the purpose of your project?
- Who are your target users?
- Why did you choose them?

# Body (Empathize)

This section of the body should explain...

- What did you do to empathize with the users? (eg. interviews)
- What did you find out?
- Use the worksheet in Lesson 6 to help you.

# Body (Define)

This section of the body should explain...

- What method did you use to come up with your problem statement? (eg. 5 Whys)
- What is your problem statement?
- Use the worksheet in Lesson 7 to help you.

# Body (Ideate)

This section of the body should explain...

- What ideation techniques did you use? (eg. Brainstorming, Worst Possible Ideas)
- What is your project idea?
- You **MUST** include the drawing of your idea.
- Explain how it works.
- Use what you have drawn in Lesson 8.

# Body (Prototype)

This section of the body should explain...

- Include a photo of your prototype.
- Explain how and why it differs from your earlier idea (...if any)

# Body (Test)

This section of the body should explain...

- Describe what you found when testing the prototype
- Describe any problems or shortcomings



# Conclusion

- Summarize what you have learned from your prototype
- Explain what could be done to make the design better