* Everything we have covered to date applies to reports.

You must:
1) Establish & Maintain relevance
2) Establish & Maintain credibility
3) Help the audience any way you can

The general outline/train of thought for reports is still the same as proposals, but there are a few differences:

**Proposal**
1) Intro
   - Wha has been done?
   - Establishes the gap
   - Establishes the need
2) Literature Review
   - Quickly establishes basic theory & why an experiment is needed & how it will supplement the theory
3) Theory
   - Establishes the ability to fill need/gap with current resources
4) Experiment
   - Provides the objectives necessary to complete project. How successful will be measured
5) Conclusions
   - Reminds why this is important to do & what takeaway will be.

**Report**
You may:
1) Intro
   - Several paragraphs of fairly comprehensive status
   - Similar to proposal but more
   - Inside the gap
   - Literature/need
2) Literature Review
   - Comprehensive to cover most aspects of report, provides reader with additional resources should needs arise.
3) Theory
   - Details the relevant equations, assumptions & limits. Someone reading could reproduce the calculation.
4) Experiment
   - Details everything such that the experiment could be exactly repeated validated somewhere else.
5) Conclusions
   - Recommendations
   - Summary
   - Details the results & comparisons while providing a path forward for future work. Provides recommendations, summarizes what was done.
Rules from The Science of Scientific Writing: 

1) If the reader is to grasp what the writer means, the writer must understand what the reader needs.

2) Information is interpreted more easily and uniformly if it is placed where most readers expect to find it.

3) Beginning with the exciting material and ending with a lack of luster often leaves us disappointed and destroys momentum.

4) Sentence Structure:
   A) Grammatical subjects should be followed as soon as possible by their verbs.
   B) Every unit of discourse (part or sentence) should serve a single function or make a single point.
   C) Information intended to be emphasized should appear at points of syntactic closure.

5) The information that begins a sentence tells the reader what the sentence should include.

6) Put in the topic position the old information that links backwards; put in the stress position the new information you want the reader to emphasize.