

The standard deviation is the absolute measure of dispersion. Its relative measure is called the standard coefficient of dispersion or coefficient of standard deviation. It is defined as:

Coefficient of Standard Deviation =  $S/x$ .

**What makes a good report?**

Two of the reasons why reports are used as forms of written assessment are:

to find out what you have learned from your reading, research or experience;

to give you experience of an important skill that is widely used in the work place.

An effective report presents and analyses facts and evidence that are relevant to the specific problem or issue of the report brief. All sources used should be acknowledged and referenced throughout, in accordance with the preferred method of your department. For further information see the Learning Development guide: Avoiding Plagiarism. The style of writing in a report is usually less discursive than in an essay, with a more direct and economic use of language. A well written report will demonstrate your ability to:

understand the purpose of the report brief and adhere to its specifications;

gather, evaluate and analyse relevant information;

structure material in a logical and coherent order;

present your report in a consistent manner according to the instructions of the report brief;

make appropriate conclusions that are supported by the evidence and analysis of the report;

make thoughtful and practical recommendations where required.

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