

Network Security

Lecture 0

Report writing

Presentation technique

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Overview

- Writing
 - General structure
 - Content
- Literature search
 - References
- Presentations technique
 - Good and bad
- Copying issues

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Report

- Goal
 - Show what you have learned and know
 - Show that you can formulate your knowledge
- Preparations
 - What do I want to say?
 - Target group?
 - Readers' questions
 - Disposition

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Literature search

- When using electronic sources, be aware of that they are not reviewed!
- Don't use forum sites as sources
- Always good:
 - Standards
 - RFCs
 - Scientific papers
- Don't just use Wikipedia!!!
- Don't use pages which require login
 - i.e. no internal Cisco pages!

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General structure

- Title
- Introduction
- Main part
 - Design goals
 - Description
 - Advantages/Disadvantages
 - Comparison
 - Evaluation
- Summary

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Content - Exampel

Title page: ICT in medical treatment

- 1. Introduction
 - 2. Remote surgery
 - 2.1 Equipment
 - 2.2 Communication demands
 - 2.3 Security demands
 - 3. Electronic measuring devices
 - 4. Suggestions on new ICT application areas at hospitals
 - 5. Ethical aspects
 - 6. Conclusions
- References

Main part

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ICT in medical treatment

Spring term 2008

Name 1

Name 2

Supervisor: Yan Wang

Introduction

- Introduction to the topic area
- Give a background on which problems your chosen technology is solving
- Describe what you have chosen to include in the report and why
- Describe what you have chosen to NOT include in the report and why NOT

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Main part

- Define concepts and phenomena
- Describe problem areas
- Describe necessary technologies
- Show that you can structure your knowledge
- Show that you can point out advantages and disadvantages
- Everybody in the class should be able to understand the topic after having read your report

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Conclusion/summary

- Define concepts and phenomena
- Describe problem areas
- Describe necessary technologies
- Show that you can structure your knowledge
- Show that you can point out advantages and disadvantages
- Everybody in the class should be able to understand the topic after having read your report

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References

- Every written document that is cited or referred to in the report has to be found in the reference list, completely specified!
- Every piece of knowledge that isn't originally from you has to be referred.
- In running text with number in square brackets, numbered in order as they appear.
- Citations
 - Exact write-off within citation marks
 - Reference has to be given
- Reference list: ordered by numbers

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References

Apart from having demands on throughput, many multimedia applications are sensitive to delays and variations in those delays [1]. In addition, they often have an inherent tolerance for limited data loss [2]. The two prevailing transport protocols in the Internet today, TCP [3] and UDP [4], fail to meet the QoS requirements of streaming-media and other applications with soft real-time constraints.

- Books
 - Author. Year. Title. Publication information.
 - Kunert, K. (2008). *Networks* (2nd ed.). Halmstad: Science Publisher.
- Webpages
 - Author. Title. URL address (last access date).
 - Kunert, K. *How to write papers*. URL: <http://www.abcdef.se> (last accessed: 5th February 2008).
- Magazines
 - Author. Year of publication. Title. *Magazine*, volume, page.
 - Kunert, K. (2008). "My Paper on Networks". *Journal on Networks*, vo. 1, no.1, pp. 1-10.

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Figures & tables

- Every figure and table needs to
 - Have a number
 - Have text
 - Be pointed to from the text
 - Be necessary to understand the text
 - Be placed as soon as possible after the reference to it
 - Be referenced!

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Copyright

- Reproduction of figures and tables from other authors is protected by copyright.
- You need personal permission from the author or publisher to use them.
- You are not allowed to copy text from other sources.

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Copyright

- For a home assignment [...] there are [...] requirements. The literature is [...] actively used, however you are not allowed to copy text from the books. They should serve as a platform for your line of reasoning. All literature that you use must be clearly accounted for, as references or quotations. If you should hand in an exam that was not written by you personally, and you should fail to mention so, it will be considered cheating. **It is not sufficient to simply change a few words, or tense, for the exam to be considered a new text.** You may not copy someone else's work nor let anyone else write it in your name.

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Formatting

- Length: 6 (without pictures) - 10 pages (with pictures)
- Times 12 points
- Single row spacing
- Margins max 3 cm on each side

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Presentation

- Content
 - Introduction
 - Overview
 - What am I going to talk about
 - Main part
 - Conclusion/summary

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Presentation

- Preparations
 - Knowledge
 - Well-prepared (timing!)
 - Think of possible questions
 - Script
 - Keywords (memo?)

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Presentation

- First slide
 - Title & names
- Introduction
 - Disposition
 - Why is it important/necessary?
 - Expected level of knowledge after the presentation
- Main part
 - Deeper facts: incl. history, present and future state of development
 - (Dis-)Advantages
- Summary
 - Ties together
 - Mention e.g. unsolved problems etc.

Don't keep the most important facts for last! In case your presentation is too long, you will have to stop early. 19

Slides

- Too many details – BAD
- Diagrams – BETTER
- Copy of a copy of a copy – POOR READABILITY
- Design
 - Contrast background and text
 - Simple font (best: Times)
 - Avoid messy design with too many colours or a background that takes attention

What should the audience focus on? 20

Tips

- Never read from your script word by word
- Don't learn the text by heart and just 'read from the brain'
- Talk loud and clearly, especially with complicated words and your name
- Look at the audience
- Have some variation in your presentation
- Don't stress if you are under time pressure
- Avoid other stressing behaviour
- Repeat questions you get
- Learn from other presentations: good and bad!

Cheating

- School policy
 - www.hh.se → English → Education → School of Information science, Computer and Electrical Engineering → Information for IDE students → Cheating

Take a look at it!!

How do we treat reports?

- Checked by software tool
 - Compares to documents online
 - Compares to articles in reference databases
 - Compares to earlier checked documents
- Compared with your references
- Search engines

What do we report?

- If (part of) your report is copied
- If you use references and don't list them
- If you copied the structure
- Small changes or translations are not enough!
- You have to really write your own thoughts in your own words.