Preparing an Effective Final Report

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Preparing the report is the first thing you should do.
Considerations

• Audience
• Budget
• Appearance
• Consistency
• Completeness
## Consistency

<table>
<thead>
<tr>
<th>County</th>
<th>Number of students</th>
<th>Percent of students diagnosed with ADHD</th>
<th>Number of students diagnosed with ADHD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alachua</td>
<td>1,000</td>
<td>5%</td>
<td>50</td>
</tr>
<tr>
<td>Marion</td>
<td>2,000</td>
<td>7%</td>
<td>140</td>
</tr>
<tr>
<td>Putnam</td>
<td>5,000</td>
<td>11%</td>
<td>550</td>
</tr>
<tr>
<td>Clay</td>
<td>7,000</td>
<td>4%</td>
<td>280</td>
</tr>
</tbody>
</table>
## Consistency

<table>
<thead>
<tr>
<th>Region</th>
<th>Number of students</th>
<th>Percent of students diagnosed with ADHD</th>
<th>Number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alachua, Marion, Putnam, and Clay counties</td>
<td>15,000</td>
<td>6%</td>
<td>1,020</td>
</tr>
</tbody>
</table>
Completeness: what to report

- Provide information about precision of estimates (e.g., standard errors)
- Provide information about how well sample represents population of interest
- Provide procedural details needed to replicate all aspects of survey work
Procedural details to include

- Survey design
- Survey instrument (*development, reliability, validity*)
- Sampling frame
- Survey method
- Data collection details
- Response rate ([http://www.aapor.org](http://www.aapor.org))
- Analysis methods
- Weighting
- Imputation
Thank You!