

Homework Guidelines for Introduction to Probability of Statistics [Qsci] 381A

Charts & Figures

- 1.) LABEL, LABEL, LABEL! (axes & series, where needed)
- 2.) Clean and formatted as you would present data in a report
- 3.) Visible and distinguishable between multiple series on the same chart
- 4.) Double check chart/figure formats when copy & paste from Excel to Word document.

Tables

- 1.) LABEL, LABEL, LABEL! (columns & rows, where needed)
- 2.) Clean and formatted appropriately (again, as you would present a table, professionally)
- 3.) If not using grids to distinguish cells, be sure the table is formatted properly for intended distinction of rows and columns (fail-safe, include grids)
- 4.) Double check table formats when copy & paste from Excel to Word document.
- 5.) Neat presentation of numerical information (i.e. consistency in number format across row or down column)

Conclusions & responding to questions

- 1.) Answer the question!
- 2.) Keep it concise and to the point. Wordiness serves to confuse rather than clarify.
- 3.) Stay away from ambiguous terminology (i.e. avoid terms like tend, generally, maybe, etc.)
- 4.) Be specific and include pertinent detail that is available to reduce vagueness. Everyone thinks differently and come from different backgrounds, vague sentences will be comprehended differently for each person. Your task is to portray what you want to get across clearly.
- 5.) DO use statistical terms to describe your statistical observations in your conclusion or answers; you are a practicing statistician. This will actually help with keeping your summary concise instead of rewording definition of existing statistical terms.
- 6.) Must show your work for problems asked to do by hand/calculator

Summary

You are in an introduction to probability and statistics class. The goal is to allow you to be exposed to statistical tools (i.e. formulas, terms, jargon, and analysis protocols) for summarizing, presenting and analyzing raw data; whether it is from your own observation (or experimentation) or given to you from a friend or employer, perhaps. When writing up your conclusion, think about the statistical tools you utilized that was supportive to the resulting conclusions you derived from the analysis. Do not include nonsense information or fluff (wordiness) to your conclusions. Include it, if it is as a direct support to an argument or conclusion you want to elaborate on.

In general, this is practice for you to present data and statistical summaries in a report, whether it is for classes, to peers, or for your job. Would you be willing to submit it in the same way?