

GUIDELINES FOR THE PREPARATION OF THE REPORT

1. The report should be written in English in the third person.
2. White, A4 size paper. The report is to be typed using Times New Roman font size 12, and double spaced.
3. A margin of about 4 cm on the left hand side must be provided. At the top, bottom and the right hand side, a margin of 3 cm is recommended.
4. Report format:
 - Title page
 - Summary
 - Acknowledgement
 - Table of contents
 - List of figures
 - List of tables
 - List of symbols
 - Introduction
 - The main text (the text should be divided into different sections with a heading per section)
 - Conclusion
 - Recommendation
 - References
5. All figures and tables should be numbered. Figure number and caption should appear below the figure whereas for the table, the number and the caption should appear at the top of the table. The Standard International System of Units (SI) should be used.
6. For final submission, all copies of the report should be bound with a hard cover.

ELEMENTS OF A FORMAL REPORT

A brief description of different elements of a formal report is described below:

Title Page

The title page includes the following information:

- (a) title (and sub-title);
- (b) students and teachers' name;
- (c) name of the school;
- (d) date of submission.

Summary/ Abstract

The summary should be an informative mini-report of the entire work and functions as an independent unit. The summary usually includes statements of (a) aim of the report, (b) the sample, the data collection and analysis methods (c) the conclusions, and (d) recommendations of areas for further research.

Acknowledgement

This section serves to acknowledge assistance in the preparation of the report or in carrying out the reported work.

Table of Contents

It is necessary to maintain uniformity between items in the table of contents and headings in the report.

List of Figures and Tables

Illustrations include both tables and figures.

Introduction Literature Review

An introduction should include PURPOSE, PROBLEM AND SCOPE without necessarily using them as a heading.

Main Text

This includes published data and own hypothesis, methodology, results and discussion.

Published data and own hypothesis

Information gathered from the published journals should be included. The development of group's hypothesis can be stated.

Methodology and Results

The size and type of sample used in the reported study should be included.

Analysis of Results

This section simply describes what the students were aiming to find out, how the data were collected and analyzed.

Discussion

The discussion section should include the interpretation of the results and the reasoning on which the conclusions are drawn.

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Conclusions

A brief deduction or inferences made after considering the results.

Recommendations

Brief statements of further action considered necessary as a result of the conclusions reached should be included.

List of References

A list of bibliographical references should be provided when the report contains information from other sources.

Adapted from this reference:

1. Holliday, A., 2001. Doing and Writing Qualitative Research. Sage, London.