

# Report assignment

Education



Here is an overview showing the general content and structure of a formal report: Front material Letter of transmittal Title page Table of contents Executive summary Introduction Body of the report Conclusions Recommendations End material List of references Appendices 1 . Read module 16 which deals with writing formal reports. This provides you with a general description and example of each of the parts of a formal report. 2. Start drafting your report by writing a draft of the Body of the report (the Report Body). Front material A.

Start here: Body of the report The following diagram shows what should be in the body of your report: For each aspect – a description, 6 ASPECTS Your management of your learning program (choose 1) and Each with in-text references an evaluation, and a Your study processes/outcomes (choose 1) Your learning styles Your use of study log to your journal including recommendation Your ideas about studying and how they have changed (choose 2 of the above 3) support systems (choose 2) 6 items in an appendix The next part of this exercise shows an example of how to write about one of the six aspects of your experience of studying during the semester. The chosen aspect in the example is the student's short-term management of his study program. The element of the experience is 'keeping to a study schedule'. The first paragraph is a description of the experience, based on the student's journal entries. The student's name is 'Bedford'.

Example of how to write about an aspect of studying during the semester

Example 1 Aspect: Short-term management Element: Keeping to a study schedule Description found difficulty in keeping to my study schedule, because the time that I had scheduled for study through the week was taken

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up with unscheduled family demands, as illustrated in my journal on July 17. I became frustrated and felt angry with myself when I fell behind with my studies (Appendix 1, p. 1). Eventually, I decided to discuss my needs for study time with the various members of my family, and with my friends (Bedford, 2006, p. ). Evaluation This was an interesting experience for me, which had positive and negative sides to it. Disliked my negative feelings about falling behind with my studies, and having to raise the issue with family and friends. The positive side was that my family and friends were understanding of my situation, and most of them gave me the support I needed by arranging their visits with me in advance.

Recommendation Before I start a new semester of study I will remind my family and friends of my need to have uninterrupted study time, and ask them to check with me before they visit in the evenings and at weekends. By doing this, I think that I will be better able to keep to my planned study schedules. Note the in-text references in the description paragraph. You are required to include at least one in-text reference in each aspect, and altogether to make reference to six pieces of material which are placed in an appendix to your report. Family demands, as illustrated in my journal on 17 July. I became frustrated members of my family, and with my friends (Bedford, 2006, p. 6). Note the in-text references !

The next part of this exercise shows a second example of how to write about one of the six aspects of your experience of studying TAPPETS during the semester. In this example, the student has written about balancing his study time (element) in his experience of using a study log (aspect). Note that a description, an evaluation, and a recommendation have each been included <https://assignbuster.com/report-assignment-essay-samples/>

as a separate paragraph. Example 2 Aspect: Use of a study log Element: Balancing my study time During weeks seven and eight I spent twice as much time on the C modules as I spent on the S modules or my math (Appendix 2, up. 1-2). I became aware that was spending most of my study time on the material with which I was least confident.

During weeks eleven and twelve I spent three times as much study time on the C modules than I spent on the S modules (Appendix 2, up. 3-4). I realized, at a very late stage in the semester, that should have put more of my study time into my study for assignment SO and for my math exam.

Evaluation Overall, I think that this was a positive experience for me. I learned that I need to spread my study time wisely over each type of material, otherwise I will find myself in a panic situation with some courses towards the end of the semester. In my future studies I will keep a rough log of the time I spend each month on ACH of the courses that I am studying.

This will help me to make sure that I am using my study time effectively for each course, and not just for the courses I find most difficult or interesting.

Note: The following standards are to be applied in writing the body of your report: For each of the six (6) aspects included in the body of your report, include – description of the element (not less than 100 words in each case) evaluation of the element (not less than 25 words in each case)

recommendation for future action, based on the student's experience of the element (not less than 25 words in each case) DC]Set out the body of your report under suitable headings and sub-headings, such as those shown in the examples which are located before this note.

Here is an example of a suitable heading with suitable sub-headings –

(Heading) My short-term management (Sub-heading) Element (Sub-heading)

Description (Sub-heading) Evaluation (Sub-heading) Recommendation 3.

When you have written a draft of the body of the report (including all six required aspects), then write the Conclusions Front material B. Write this

next: Conclusions Summaries the main conclusions from the body of the report, relating to: what oh learned about studying For example: ‘ I spent too much time on some material, not enough on other material. ‘ and the

University provision of relevant services to you For example: ‘ Feedback on some assignments was sent too late to be helpful with the next assignment. ‘

4. After you have written the conclusions, write the Recommendations. Front C.

Then write: Recommendations Summaries the main recommendations from the body of the report, relating to the conclusions, including: what you

learned about studying For example: ‘ In future, I will keep a rough study log to check that I am balancing y study time effectively’ the University provision

of relevant services to you For example: ‘ Marked assignments should be returned in time to be of benefit to students in the preparation of the next

assignments. ‘ 5. After you have written the Recommendations, add the End material Front D Then add: End material The End material consists of:

References – list all reference material referred to in your report – this list will usually consist of one item (your study journal) Appendices – these will

contain the extracts from your journal (at least 6) ND your study logs (from

Learning activities 10. 1 and 15. 1) -usually, only 2 appendices are needed 6.

After adding the End material to your report, write the Executive summary  
For a description and example of what should be in the Executive summary,  
read module 16 which deals with writing formal reports. E. Then write:  
Executive summary D. Then add : End material 7. After you have written the  
Executive summary, write the Introduction For a description and example of  
what should be in the Introduction, read module 16 which deals with writing  
formal reports. F. Then write: Introduction . When you have written the  
Introduction to the report, write the Front material G. (finally) write the: Front  
material After you have written the Introduction, write the Letter of  
transmittal This is part of the ‘ Front material’ of your report.