

Guidelines for assignment



Characteristics of Organizational Culture – Positive (good) and Negative (bad)

Provide relevant examples Research can be done by referring to similar researches that were conducted previously. The sources of references can be obtained from books, journals, magazines or newspapers. Related research materials such as graphs, charts or pictures can also be used to support a statement. Students are also encouraged to give their opinions and their own understanding of the research topic. Provide examples of outcomes from previous researches (done by another searcher) regarding topics that are similar or almost similar. Relationship between Organizational Culture and the success or failure of an organization. Gather the information needed from books, magazines, newspapers or journals relevant to the topic being discussed. From the gathered information, identify how elements of Organizational Culture affect the success or failure of an organization. Provide examples. 1 State the outcome of the research based on the gathered information. Relate between the theories learned with the real situation. Is it true Organizational Culture is a factor that determines the success and failure of an organization?

Yes or No Provide reasons – must be supported by the research that was conducted. Provide a conclusion from the overall research and give your suggestions for the development of a better Organizational Culture to enhance the success of the organization. Format for preparing the assignment: i) Paper Use “white-bond” quality paper Paper size : A4 (210 mm x 297 mm) Paper weight : 80 GSM Method of typing The text should be typed on one side of the page only. Ink For text : black-colored ribbon or ink

cartridge that produces an even black color. For diagrams, tables and charts : black or colored ink.

Line Spacing For text : double-spacing For references (refer vii), appendices and tables: single-spacing Font Times New Roman Size: 12 2 Margin Left margin : at least 4. 0 CM (1. 5”) Top, bottom and right margin : 2. 5 CM (10”)

Section New major sections must begin on a new page. A new paragraph must begin with a “tab” from the left margin. Page numbering Pages must be numbered at the bottom centre of each page. Excerpts, references, appendices and tables) In the text. If an excerpt is taken from a reference material, the reference must be stated.