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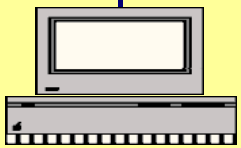
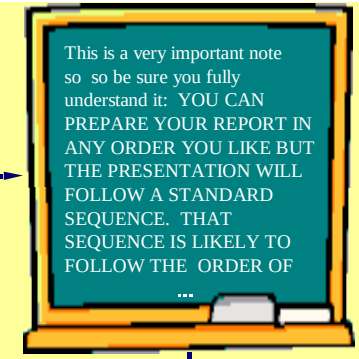
So, Ducky, you have to write a report...
What should you do? What should your report present and where on earth do you begin? Follow the numbers to the pot of gold...

1



In the beginning
You have to write about a number of things so it's a good idea to have a separate section (or file) for each. What will your headings be? Hint: they are likely to include an abstract, some acknowledgements, list of contents, tables and figures, an introduction, a summary of literature, points about research procedures, presentation and discussion of findings and a conclusion. And of course, you have to include references and you might have some appendices.

2



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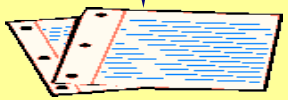


Writing an abstract. An abstract is a thumbnail of the report; it's a 150 - 200 word summary that tells the reader what they will be reading including what the research challenge was, how it was undertaken, what was found and what was concluded. To learn more click on the link below: http://www.woodhillpark.com/articles/2/1/Beginneras-guide-to-writing-a-persuasive-academic-abstract/Page1.html An abstract is often written after practically everything else has been done.

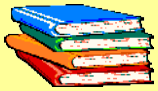
4

Acknowledgements have to be written which means you thank those who should be thanked. You're probably looking at around a page all up but it could be shorter or even a bit longer. This doesn't get marked but it has to be present.

5

Your exciting saga has to have an introduction that tells the reader what your report is about.

6



Yes, Ducky, you need to summarise, or even better, critique the literature you've looked at. See all the other notes we gave you about how to do this.

7

Describe your research procedures which means tell the readers/markers why you used your chosen approach (methodology) and what you actually did to gather data (methods). Oh, and remember to discuss ethics.

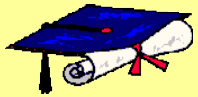
8

Simply present what you found and remember to discuss the relevance of whatever you found. Otherwise, Ducky, we won't know!

9

When the sands of time ran out, what had you concluded, Ducky? Tell your reader about that.

10



Remember, it's an academic report so we want to know about your references. By the way, you may need to add appendices (listed Appendix A [with title], Appendix B [with title] and so on...

11

You're done but have a look at the slide show too.

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