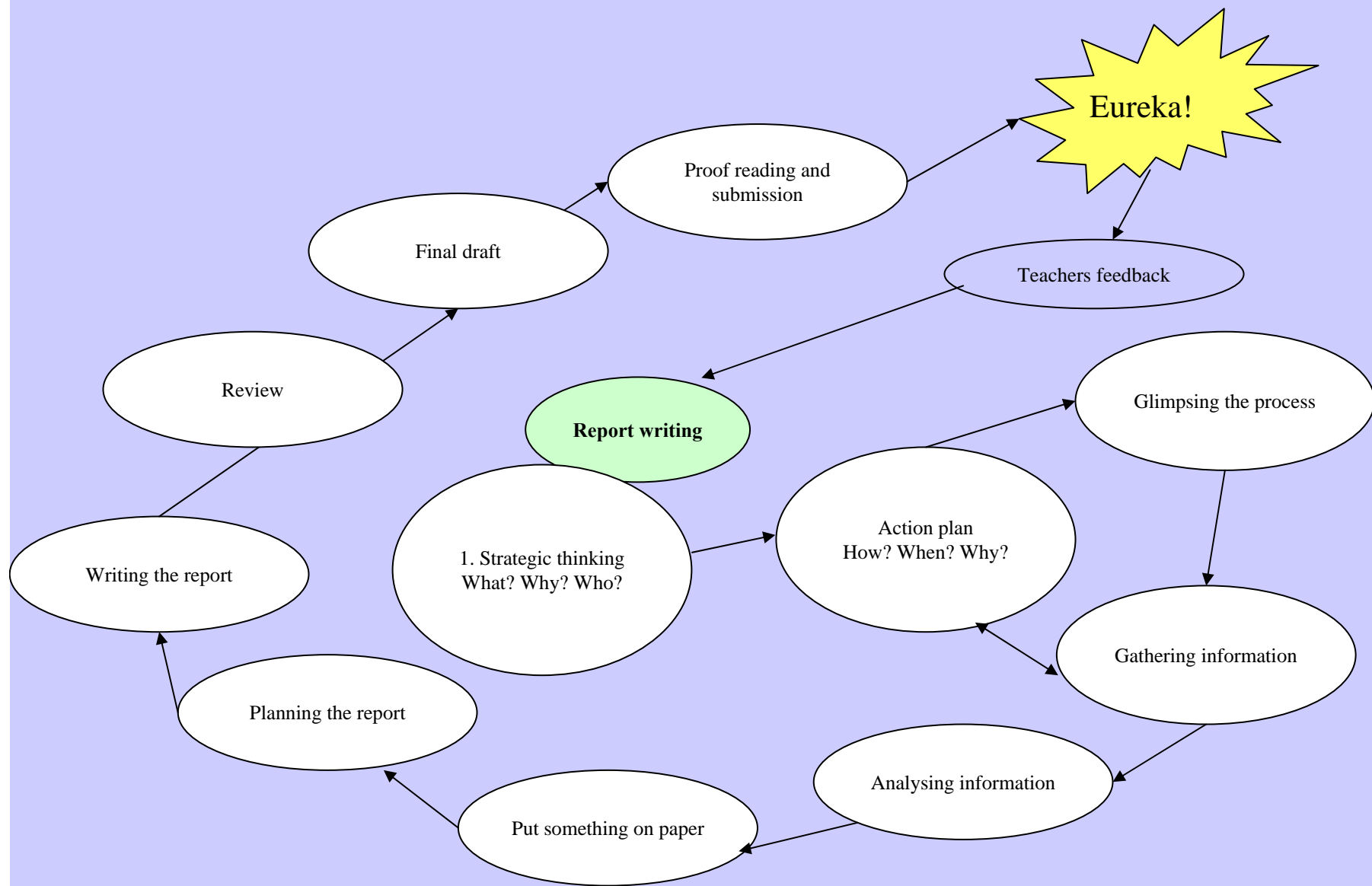


Report Writing

PBL Project
Nada Vukadinović



Use three prime questions:

What is the problem?

Describe!

Why?

Why do we have problems with...?

How?

How can we change things for better?

**Which is
the best?**

Given the choices, which plan/solution
is the best?

Sorting & Sifting Information -- or how to build the meaning from scattered pieces:

Ask yourselves:

- Is this data worth keeping?
- Is this information reliable?
- Do I have enough information?
- How can I summarise the best ideas?
- Are there any good quotations to be used in my report?

Synthesizing & Evaluating:

Try to put together your jigsaw puzzle

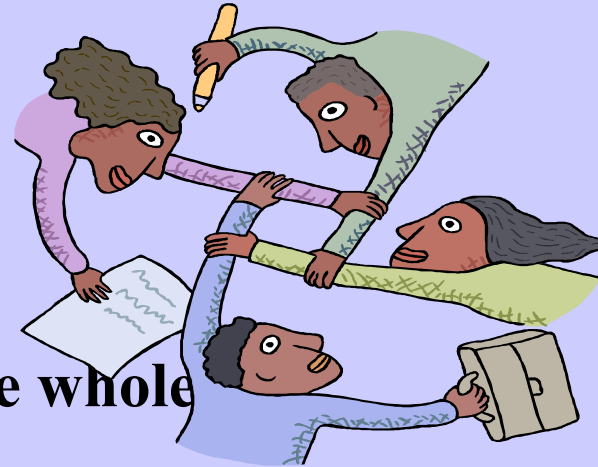
Ask yourselves:

- **How are we doing?**
- **Do we need to change something?**
- **Look for different sources?**



Reporting:

- put something on paper
- write a draft report
- review
- incorporate your segment into the whole
- make final draft
- read the whole report critically
- proof-read again and submit



Cover page

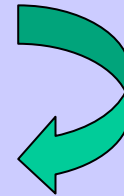
Project Title

Project members:
(list the names)

School:
Mentors:
Date

Contents list

Main part



Introduction

Central part (with sub-headings)

Conclusion

Bibliography

Appendices: Glossary of terms

Problem/Solution Structure Pattern: SFRE

Introduction S + F

Central part (with sub-headings) R

Conclusion E

S = This is our situation

F = In this situation we have this particular problem

R = This is what we do about this problem

E = Here is why we think it is a solution

(McKenzie, 1995)

Introduction (S + F)

- **Start with the description of your problem.**
- **What areas did you have to investigate?**
- **What literary sources have you used?**
- **Did you need to do any special research or look for expert help?**
- **How did you divide the work within your group?**

Central part (R)

- **Explain the reasons for the problem that you have investigated.**
- **Make sub-headings as necessary.**
- **Cite literary sources!**
- **Insert pictures, graphs, charts, statistics as necessary.**

Conclusion (E)

- **give solutions to the problem**
- **make recommendations**

Appendices

- **Here you may add any documents that you used for research (e.g. questionnaires, tables, etc)**

Style

- **Do not use colloquialism. A report requires a formal style.**
- **Do not use abbreviated forms (don't, aren't)**
- **Mind punctuation (commas, colons, etc.)**
- **Make paragraphs with a blank line in between.**
- **Make clear titles and subtitles**
(be consistent in using the size of font)
- **Mind typing and avoid spelling mistakes. Use the spell checker!**
(any typos will lower your mark so make sure to proof read the report before you submit it)

Criteria for assessment

Content: research, analysis, use of sources, relevance of materials, problem coverage, documentation , appropriate technical vocabulary

Assessed by the subject teacher

Language: grammar, cohesion, structure, layout, appropriate vocabulary, word order, spelling, paragraphing, punctuation

Assessed by the language teacher

Other

- **The report must be typewritten.**
- **The whole report should be 5-8 pages long**
- **Use double spacing**
- **Draft report does not need to be bound**
- **Final report must be bound**
- **Final report must contain all its elements (report, minutes, agreement, self assessment forms)**

Avoid plagiarism!

- **Do not copy directly from literature!**
- **You are allowed to quote but you must acknowledge the source.**
- **Plagiarism is a serious offence.**
It is the same as theft of intellectual property.
- **Copying can be immediately spotted and may be the reason that your report fails.**

Use your own language as much as possible (introductory and bridging sentences). When you need to quote, make a reference to the literary source that you used. Otherwise paraphrase the meaning from the literary source.