

ALIKO DANGOTE UNIVERSITY OF SCIENCE AND TECHNOLOGY WUDIL

FUCULTY OF AGRICULTURE AND AGEICULTURAL TECHNOLOGY

CROP SCIENCE DEPARTMENT

TITTLE

PRACTICAL YEAR REPORT

COURSE

(AEE 4203) REPORT WRITING AND PRESENTATION

REPORTED BY

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SUBMITTED TO

DEPARTMENT OF AGRICULTURAL ECONOMIC AND EXTENSION

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REPORT WRITING AND PRESENTATION

REPORT WRITING

Report writing is highly structural writing than an essay, is different from essay and its design so that it can be read easily and quickly

Although report are not necessary read from beginning to the end, in academic part Quality is what matter than quantity. Before writing any report you should observe the objectives or structure of the report. You can write a report in a way to change the view and opinion of the people reading the report.

When writing a report you must bear in mind who, what,

STEPS IN REPORT WRITING

1. Planning your work
2. Collecting information
3. Organizing and structuring information
4. Writing the draft
5. Checking and re-drafting.

FORMAT OF REPORT

1. Tittle section
2. Summary
3. Introduction
4. Body of a report

5. Conclusion
6. Recommendation
7. Appendices

KEYS TO AN EXCELLENT REPORT

1. Use noun or pronoun
2. Unit yourself to one idea for
3. Be as clear and specific as possible
4. Use simple language
5. Stock to observable fact
6. Wrote in paragraph
7. Use bullet style

REPORT STRUCTURE

Check with your tutor to find out what your report should include and how it should be

Presented. The following elements are however common to many reports:

1. Tittle page

This should include the tittle the report (which should give a precise indication of the subject matter), the author(s) name(s), module, and the date.

2. Acknowledgements

You should acknowledge any help you have received in collecting the information for the report,

For example from staff in your department, support services or external companies.

3. Contents

You should list all the main sections of the report in sequence with the page numbers they begin on. If there are charts, diagrams or tables included in your report, these should be listed separately under a title such as 'List of illustrations' together with the page number on which they appear.

4. Abstract or executive summary

This should be a short paragraph summarizing the main contents of the report. It should include a short statement of the main task, the methods used, conclusions reached and any recommendations made. The abstract or summary should be concise, informative and independent of the report.

Summary may have more than one purpose: it reminds the reader

What they have read but it is also useful to busy managers or professors who may not always read the full report.

5. Introduction

This should give the context and scope of the report and should your terms of reference (what have you been asked to find out?) State your objectives clearly, define the limits of the report, outline the method of enquiry, give a brief general background to the subject of the report e.g. the company or procedure, indicate the proposed development.

6. Methodology In this section you should state how you carried out your enquiry. What form did your enquiry take? Did you carry out interviews or questionnaires, how did you

collect your data? What measurements did you make? How did you choose the subjects for your interviews?

7. Results or findings

Present your finding in as simple a way as possible. The more complicated the information looks, the more difficult it will be to interpret. Graphs, charts and diagrams help your reader identify key results and will break the flow of written text.

8. Discussion

This is the section where you analyze and interpret your results drawing from the information which you have collected, explaining its significance. Identify important issues and suggest explanations for your findings. Outline any problems encountered and try and present a balanced view.

9. Conclusions and Recommendations

This is the section of the report which draws together the main issues. It should be expressed clearly and should not present any new information.

You may wish to list your recommendation in a separate section or include them with the conclusions.

10. References

It is important that you give precise and accurate details of all the work by the authors which has been referred to within the report. References are normally listed in alphabetical order by the authors' names or in numerical order.

PRESENTATION

A presentation is a way of communicating information or ideas to an audience. It typically involves using visual aids, such as slides, and speaking to convey the message effectively.

Presentations can be used in various settings, such as business meetings, educational settings, or public speaking events.

A presentation typically involves the following elements:

1. Purpose: Clearly define the purpose of your presentation. Is it to inform, persuade, or entertain the audience?
2. Structure: Organize your presentation into a logical flow. Typically, this includes an introduction, main body, and conclusion.
3. Content: Create clear and concise content that supports your main points. Use visuals, such as slides or charts, to enhance understanding and engagement.
4. Delivery: Practice your presentation to ensure smooth delivery. Use a confident and engaging speaking style, maintain eye contact, and use body language effectively.
5. Visuals: Use visually appealing and relevant visuals to support your message. Keep them simple and uncluttered to avoid overwhelming the audience.
6. Interactivity: Encourage audience engagement by asking questions, allowing for Q&A sessions, or incorporating interactive activities to keep them involved.
7. Time management: Respect the allotted time for your presentation and manage it effectively.

Practice to ensure that you can deliver, your report should be easy to read.

MODULE REQUIREMENT

1. Paragraph should be short and concise. They should be spaced apart.
2. Avoid rambling by using short sentences.
3. List your standard measurements, units and technical terminology in a glossary at the end.
4. Headings should be clear-highlighted in bold or underlined.
5. Label graphs, pictures or drawing as Figures, e.g. Figure 1, Figure 2, etc.
6. Tables of information should be labeled separately, e.g. Table 1, Table 2, etc.

STYLE OF WRITING

Keep it simple. Avoid sentences that are too long and eliminate unnecessary jargon. Your tutor will be able to advise whether the report should be written in the ‘**active**’ or ‘**passive**’ voice.

1. The active voice reads as follows: I recommend
2. The passive voice reads: it is recommended that
3. The active voice allows you to write short, punchy sentences.
4. The passive appears more formal and considered and is more suitable for academic writing. Avoid mixing the two voices.