COMSATS University Islamabad, Virtual Campus

HUM120 - Expository Writing

Assignment # 03

Fall 2025

Instructions to be followed
- Your assignment should be submitted as a PDF document.
- The answer should be in proper English. Be careful of grammar. Avoid the use of ungrammatical expressions within your answer.
- There is a zero-tolerance policy for plagiarism.
- Submit your assignment on your CU Online LMS portal within the given time frame. Emailed assignments will not be entertained.
- Your overall answer should be between 1800-2000 words. Exceeding word limit may lead to negative marking.

Question [20 Marks, CLO4-A2]   **Syllabus: Lectures 3-24**

SEMESTER PROJECT

This assignment is your semester project. In the semester project, you are expected to make a formal **Report**. A report:

• uses facts to explain something
• gives details about a topic
• avoids personal views

A report explains a topic using facts. The main goal is to inform readers on a topic.
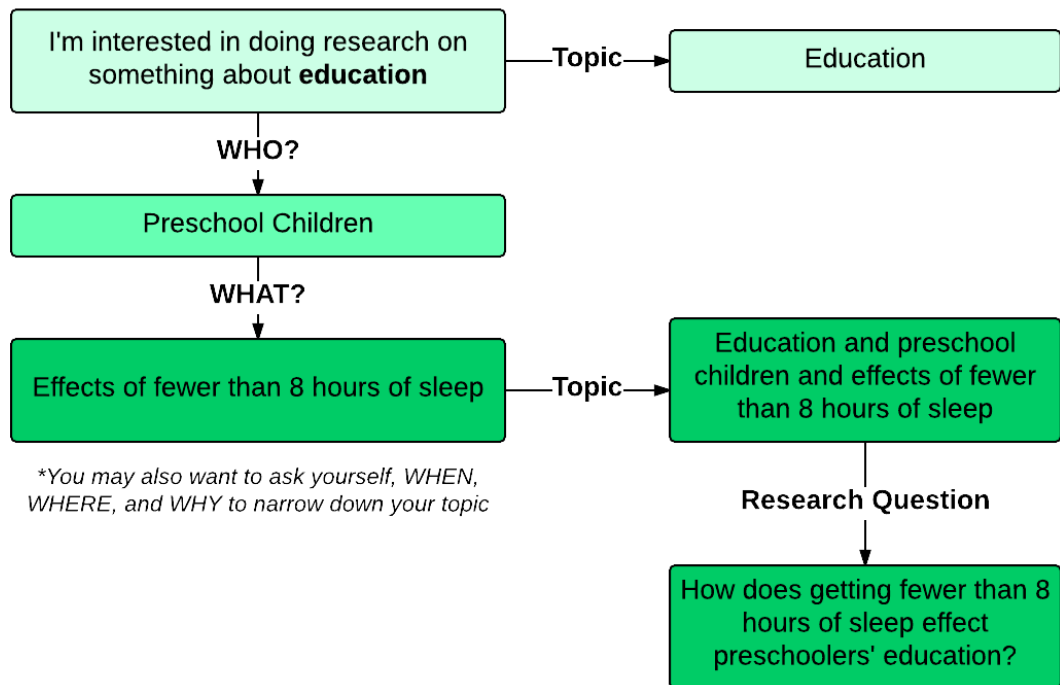Direct quotes are great for presenting a specific statistic or an expert opinion, but your report should not just be a series of quotes.

SELECTION OF TOPIC

For the semester project, make a group of three to five students and p i c k a topic relevant to your field/area of interest. As a first step, you must get the topic **approved from** your concerned moderator.
Selection of topic requires you to follow top-down approach. Identify an area of interest and narrow it down to turn it into a topic. See the example given below:

Example of Narrowing Down a Research Topic

```
┌─────────────────────────────┐          ┌─────────────────────────────┐
│ I'm interested in doing      │─Topic──▶ │         Education           │
│ research on something about  │          │                             │
│ education                    │          └─────────────────────────────┘
└─────────────────────────────┘
            │ WHO?
            ▼
┌─────────────────────────────┐
│     Preschool Children      │
└─────────────────────────────┘
            │ WHAT?
            ▼
┌─────────────────────────────┐          ┌─────────────────────────────┐
│ Effects of fewer than 8     │─Topic──▶ │ Education and preschool      │
│ hours of sleep              │          │ children and effects of      │
└─────────────────────────────┘          │ fewer than 8 hours of sleep  │
                                          └─────────────────────────────┘
  *You may also want to ask yourself,                   │
  WHEN, WHERE, and WHY to narrow           Research Question
  down your topic                                       ▼
                                          ┌─────────────────────────────┐
                                          │ How does getting fewer than  │
                                          │ 8 hours of sleep effect      │
                                          │ preschoolers' education?     │
                                          └─────────────────────────────┘
```

Also, check the link given below for a helpful video on how to narrow down a research area into a topic:

https://www.youtube.com/watch?v=rpCbSjIdXlM&ab_channel=UofGLibrary

Once approved, you may start working on your project/report in the format given below

FRONT PAGES

When you are done composing the above, the next task is to compose the title page, table of contents and Executive summary. Some details, although covered in Lectures 03 and 04 are given below, for your ease:

    a. Your report should include a **Title page** with the following components:
- Title of the report
- Date of submission
- Prepared for
- Prepared by

    b. Your report should also include an **Executive Summary** with sections which were covered in your report. An important point to be kept in mind is that Executive summary is composed in the end when you have completed your report, but it is placed among the front pages. An outline is given below for your guidance:
- Aims
- Objectives/Methods

- Findings
- Conclusions
- Recommendations

Also note that these headings are mentioned for your ease so that you know how to organize its content. You don't have to mention the headings as the executive summary is composed in paragraph form.

c. Finally, your report should also include a **Table of Contents** and, i f applicable, list of figures and a list of tables. As discussed in the lectures, these lists provide the sequence of your document's organizational structure. Make sure to list first, second and third level headings properly.

COMPONENTS O F REPORT

First, begin with the 'Introduction' section of your report. Do not include a title page and executive Summary for now. The structure of Report may be as follows:

1) **Introduction**

Introduce the topic briefly. This section includes the following subheadings

a. **Background Information:** Describe the events leading up to the problem that you are investigating in your report.

b. **Statement of the Problem/Purpose:** State the purpose of your report

c. **Significance of the Study:** Tell how your study would help relevant people or how will it add to the existing body of relevant knowledge.

d. **Scope of the Study:** Clarify the boundaries of the report, defining what will be included or excluded.

e. **Limitations of the Study:** Mention the shortcomings, and conditions that were beyond your control but influenced your study.

2) **Review of Related Literature**

Cite articles, books, authentic webpages or other credible resources to review the existing information on your topic. This should tell the readers what has already been done in your area of research.

3) **Methods of the Study**
   - Explanation and use of data source (both primary and secondary)
   - The basis of your sample selection
   - Any statistical methods that you apply

4) **Results and Discussion**

Outline the results of your study in this heading followed by a critical analysis of your f indings. If you are using quantitative data, you may prepare tables, bar charts, pie charts, flowcharts, or graphs to present your findings. You should also pres ent evidence to establish your findings as 'reliable' and 'significant'.

5) **Conclusion**

The conclusion sums up the whole report comprehensively. If the report has been largely informational, it should end with a summary of the data presented. If the report analyzes statistical findings, then it should end with conclusions drawn from the analyses. At any rate, your conclusion should end with a statement which will lead to the recommendations section.

6) **Recommendations**

Recommendations can be made concerning any one of the following:

i.   The implementation of your results in a situation
ii. Deciding a course of action
iii. Suggestions of topics for further research

7) **References**

The list should provide readers a proof that the sources you used are authentic. Follow the APA 6th Edition carefully to cite your sources. Do include the author, title, publication, date of publication, page number, and other significant data for all sources used in your report. You may take help from a website like   https://www.citefast.com/?s=APA   to prepare the list.

8) **Appendices**

If your report contains supplementary material to clarify the report, include an appendix or appendices at the end. Questionnaires and long complex table of figures   may   be attached as appendices at the end of your report.

FORMATTING OF THE REPORT

The formatting for your report should be as follows:

- Font style should Times New Roman throughout
- Font size should be 20pt for Title; 16pt for Heading 1; 14pt for Heading 2; 12pt and bold for Heading 3; 12pt and italicized for Heading 4; and 12 pt for all the rest of the text.
- Double line spacing within a paragraph.
- Double line spacing between paragraphs.
- Figures and Tables captioning should be at the bottom with 10pt, center aligned.
- 1" margin on all sides of standard-sized paper (8.5" x 11").
- Align your content with the left margin.
- Page numbers should be included in the footer on the right.
- ½" indent on bullets.

- Follow APA 6th for citing all references.
- All references in **Works Cited** list should have ½" hanging indent

Your formal report will be assessed for the following components:

- Structure of the report
- Language (Grammar, spellings, sentence structure)
- Style (7 C's, appropriate vocabulary)
- Consistent tone of writing according to a determined audience level
- Formatting
- Referencing
- Plagiarism

MARKING SCHEME

Note: Plagiarized submissions will be rejected.

Content	
2 marks	For inclusion of citations in APA style
2 marks	For the use of figures and tables
3 marks	Use of appropriate headings and sub-headings
3 marks	Relevant content under each heading
2 marks	For overall consistency of tone, depending on type of report
Formatting	
2 marks	For following of report formatting
2 marks	Making an appropriate Table of Content
2 marks	For making a correct Title Page
2 marks	For writing an Executive Summary

Good luck!