RESEARCH REPORT GUIDELINE

As a university student you are required to write a variety of reports for assessment purposes.

Here your aim is to write clearly and concisely about your progress of the Educational Practice.

REQUIREMENTS

Your report needs to be .doc or .pdf format and at least 5 pages. Please use 12 size of the "Times New Roman" or "Arial" fonts and 2.5 cm in margins. Please refer to https://owl.purdue.edu for formatting styles.

The report should be original work. Detecting cheating is automatically penalized as a failure. Plagiarism rules cover all types of cheating work including using someone concept, design, ideas, part of the text, approaches, source code, etc.

REPORT STRUCTURE

A report is made up of three main divisions: (1) preliminary material, (2) body and (3) supplementary material. Each of the sections contains a different kind of content. Refer to the tables below:

Table 1: Divisions and sections of a report

Broad Divisions	Individual Sections
(1) Preliminary material	Title of Report
	Table of Content
(2) Body of report	Introduction
	Daily Progress
	Conclusion
(3) Supplementary material	References
	Appendices (Optional)