

You are required to write up an academic report on one of the following topics

1. WHAT'S ONE THING EVERYONE SHOULD KNOW ABOUT **FORESTS**
2. WHAT'S ONE THING EVERYONE SHOULD KNOW ABOUT **TREES**
3. WHAT'S ONE THING EVERYONE SHOULD KNOW ABOUT **PLANTS**

REQUIREMENTS

This **MS Word academically formatted report** is to

- be 500-750 words
- be written in MS Word using size 12 Times New Roman font style, 1.5 line spacing and justify the alignment. Most other settings should be default as appropriate.
- include a Cover Page
- include page header with your name and a page footer with the page number
- include appropriate use of Heading Styles throughout
 - hence, you are to include an automated Table of Contents under the Cover Page
- include appropriate images
 - formatted to allow for repositioning and resizing as appropriate
 - all images should include a Caption
 - all images should include a citation (within this Caption) to refer to the original source of the image
 - hence, you are to include an automated Table of Figures to appear under the Table of Contents above
- You are to source material from **at least**
 - One academic journal (via SETU Library website)
 - One newspaper article (online or print)
 - One website
- Your Reference List is to appear on the last page of your document
- This Reference List is to be formatted with a “Hanging Indent”

FURTHER INFORMATION: SOURCING INFORMATION

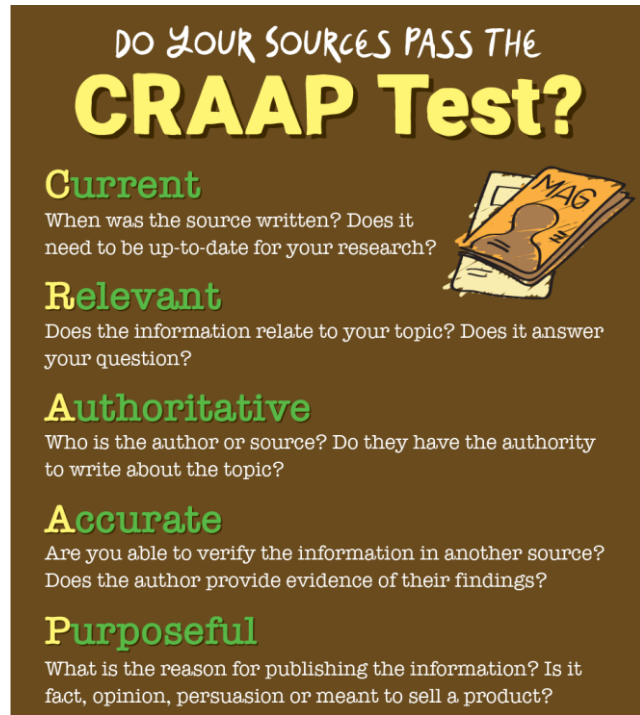
You are required to source information (text, images, maps, statistics etc.) from credible sources

Common credible sources are scholarly journals, conference papers and books as well as websites that YOU are confident are credible and reliable

Key questions to ask when evaluating source material

Is there

- an author?
- Date?
- evidence?
- Where is it from?
- Where is the info sourced from?



FURTHER INFORMATION: REFERENCING INFORMATION

Information that you have sourced from others, needs to be Harvard Referenced and the Reference List at the end of your document should have a Hanging Indent to improve readability:

TIP: HOW TO CREATE A HANGING INDENT

Select the full reference list by clicking the “three dots” icon beside the word “Reference”; open the Paragraph Settings on the Home tab and under “Indentations/Special” choose “Hanging”

Recall:

- keep your document consistent in style, layout, font-faces, colours, spacing & so forth
- proof read your work for spelling and/or grammar errors
- re-read your work very carefully and ensure that you have adhered to the guidelines that you have been given

IN SUMMARY:

BEGINNING

Intro: Any report should give the reader background info: What's your topic of choice? Why did you choose it? Briefly outline what your report will cover/discuss

MIDDLE:

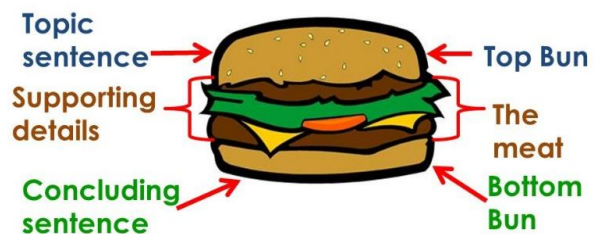
Meat in the sandwich:

- Use one paragraph per topic
- Include details on what evidence you found to back up this new knowledge
- Conclude on the topic by outlining what, if anything, did you know before you started?

What new knowledge has come to light/do you now have? i.e. "so what?"

Paragraph Sandwich

Think of a paragraph as a sandwich. It has three parts.



[google it 😊 "the meat in the sandwich essay writing"]

Conclusions are often considered to be the most difficult part of an essay to write.

However, they're also one of the most important aspects of a paper, as they provide clarity and insight into the topic - reiterates why they should care.

Summary:

What's new and next: What do you feel is the most important info that you would like your reader/audience to take away with them? What surprised/disappointed/shocked (etc) you? What is the future outlook for this topic? What is a possible call-to-action for the reader?