

Notes on Completing Assignment 2 – Written Review

Word Count:

- The word count must not be less than 800 words and must not be greater than 1200 words
- In calculating the word count of your response, headings for tables, labels on diagrams, embedded references and the reference list are to be excluded. In-text references, the content of tables and appendices are to be included in the word length
- Include the word count of your report at the end of the report

References

When citing a reference use the Harvard Referencing System

Choosing a Website to Review

The website that you choose must be a publicly available website

Before starting the written report, the website that you choose must be approved by your instructor

Report Layout

Divide your report into 8 sections:

1. Title Page

Include the following on the Title Page:

- Document Title and Subtitle
- Author's Name
- Submission Date
- Document Description

2. Table of Contents Page

A table of contents shows the reader where the various sections of the report are located.

- Place it on a separate page
- Include the page numbers of each section within the report and any appendices that are attached to the report
- Do not include the title page as this comes before the table of contents page

3. Introduction

Set out the report.

What does the reader need to know before they start reading the report?

Briefly introduce the website; detailing its purpose, products or services, and target audience.

4. Website Structure

Explaining the structure of the website and include a sitemap.

5. Main Features of the Website

Provide a description of the main features of the website

6. Website Critique

Critique the website and offer suggestions for future development

Jakob Nielsen has outlined “10 Usability Heuristics for User Interface Design”. They may be found at <https://www.nngroup.com/articles/ten-usability-heuristics/>. I would suggest that you use these as a guide when writing this section of the report

7. Summary

Outline the key messages that you want your reader to take away from the report. Have no more than three key messages. Or at most five bullet points of one or two sentences.

8. Appendix A: References