Reflective Report (Interim report) Writing

Assessment 1:

- Worth 20% overall
- **10-page (maximum)** MS Word document
- Deadline: 26th July 2025
- Submission via BREO/Turnitin

海未
@annafleuur

My university motto:

"If tomorrow isn't the due date, today isn't the do date"

Marking Scheme

- Consists of 4 components:
  - Self Management (15%)
  - Reflection (40%)
  - Detailed Thesis Contents (30%)
  - Communication & Quality (15%)

Self Management

- Self motivation
- Proactiveness
- Time management
- Readiness to improve own performance based on feedback
- Reflective learning
- Etc..

Reflection

Discussion on how the current status of the project correlates with set milestones

Provide evidence

Explain good practices

Mistakes

Lessons learned

If you get a second chance, what changes you will make ? etc

Detailed Thesis Contents

Chapter headings, together with an in-depth introduction section for each.

Like "Table of contents" page of your thesis report (final report)

Communication & Quality of Report

Presentation

Structure

Flow

Depth

Relevance of discussion

Report template

- Since this is a self-reflective report, there is no template for the report
- In the next few slides, there are a few examples of template, just to give you some ideas
- <mark>You do not have to follow these</mark>, these are just for your reference

Example 1

Table of Contents

Too much content

Example 2

Table of Contents

Example 3

This is not a section , its marking aspect

Example 4

Contents

This can be moved to appendix section

The next slide is an example of updating or detailing the progress

Example of project plan before and after

[Chart 1 – Original Gantt Chart]

[Chart 2 – Revised Gantt Chart]

Summary of Possible Structure of Report

Title page

Second page — *Abstract, Acknowledgements, Dedication, Key words*

Contents

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1. Introduction
2. Market Research/Literature Review

3. Artefact Design
4. Development & Testing

5. Results
6. Evaluation
7. Conclusions & Further Work

References

Appendices

Summary of Possible Structure of Report

Abstract, Acknowledgements, Dedication, Key words

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1. Introduction
2. Background
3. Market Research/Literature Review

4. Artefact Design
       e.g., Backend design
         User interface design
5. Development & Testing
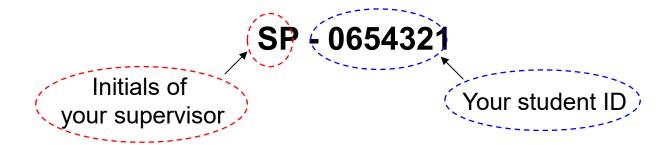   Development
     Testing
6. Results
7. Evaluation
8. Conclusions & Further Work

References & Appendices

Assignment Submission

- MS Word/ PDF document of **no more than 10** pages

- Submission title of the assignment must use the following convention:

SP - 0654321

Initials of your supervisor

Your student ID

- Failure to follow above instructions may result in a NS grade being awarded.

Thank you