Final Project – Writing a Formal Report and Presentation
Formal Report Format

Timeline/Tasks

1. Making workgroups (4- 5 members in each group)

2. Select a **topic** related to your major field or a prospective

business idea 3. Get your tentative topic approved by the

instructor.

4. Write a **Formatting Reports and Proposals (Chapter: 10)**, following the slides Sections of a Formal Report/FYP.

5. You would be following the APA format for referencing (in-text citation and reference list). Take all measures to avoid plagiarism in your writing (In-text-citation and reference list). Details available at: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

6. Follow the following guidelines for the writing format:
    · 12 Times New Roman/ headings: 14
    · 1.5 spacing
    · page numbers
        · Word limit: 4500 - 6000 words (excluding abstract, appendices and references)

7. You have to adopt a research methodology leading to objective data, to complete your project (development, surveys, (recorded) interviews, questionnaires)

8. In your Literature Review section you must bring in at least 8 or more authentic sources (Secondary), relevant to your study. These secondary sources should be listed in the Reference list at the end, along with the in-text citation (IEEE).

9. There is no room for grammatical errors; so, revise and edit your work before submission.

10. Once you have completed writing your formal report, you will be giving presentations on it. Presentation time: 15 minutes

Sections of a Formal Report

FYP Chapters	Details
Initial Pages	Title Page Undertaking Abstract Table of contents List of Tables List of Figures
Introduction	
Literature Review	
Methodology	Requirements & Design
Results and Analysis/	Implementation and Test Scores
Conclusion	
End Material	References Appendix