**Introduction**

- Context

    o   Provide a brief history of the issues to date
    o   Situate your particular topic within the broad area of research
    o   Note that the field is changing and more research is required on your topic.

- Statement of the problem ( or motivation for the study)

    o   Identify a key point of concern (for example, increasing use of prominence, lack of research to date, response to an agenda, a new discovery, or perhaps one not yet applied to this context)
    o   Refer to the literature only to the extent needed to demonstrate why your project is worth doing. Reserve your full review of existing theory or practice for later chapters.
    o   Be sure that the motivation, or problem, suggests a need for further investigation.

- Aim and scope

    o   Be sure that your aim responds logically to the problem statement.
    o   Stick rigorously to a single aim. Do not include elements in it that describe how you intend to achieve this aim; reserve those for a later chapter.
    o   When you have written the conclusions to your whole study, check that they respond to this aim. If they don't, change the aim or rethink your conclusions.
    o   If you change the aim, revise the motivation for studying it.
    o   Be sure to establish the scope of your study by identifying limitations of factors such as time, location, resources, or the established boundaries of particular fields or theories.

- Significance of the study

    o   Explain how your project contributes to the field.There are four main areas of contribution :
        Theory development
        Tangible solution
        Innovative methods
        Policy extension

- Overview of the study (or structure of the report)

    o   Sketch out how the report is structured. Don't confine yourself to a list of the chapters, but how they are linked and that one section logically leads to another.
    o   Check whether the reader can see from this sketch how the aim will be achieved.