### Instructions for writing sections in your report

In this exercise you will start composing the written work you have already done into sections under the headings you have been given.

Each of your Project Report headings will be the start of a new section in your report. Where these sections will contain multiple paragraphs, you need to connect those paragraphs together in ways that make it easy for your reader to follow your report.

These sections need to have the following three components:

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| 1. INTRODUCTORY PARAGRAPH   Introduce and clearly state the main idea(s) you develop in the paragraphs under the section heading:  *e.g. This section describes our proposed schedule and budget. First, it explains the principles and methods of project scheduling and budgeting as they apply to our approach. It then describes how we scheduled tasks based on the Project Scope and Requirements and finally, shows how we allocated the budget to those tasks*. |
| 1. BODY: PARAGRAPHS WHICH ELABORATE THE IDEAS IN THE INTRODUCTORY PARAGRAPH   These paragraphs are to be based on what you have written in your previous progress submissions.  Make sure all the paragraphs are related to what you have said in your introductory paragraph. |
| 1. CONCLUDING PARAGRAPH   Briefly summarise the points made in this section using words or phrases from the previous paragraphs: |

**Choose either the PROJECT TOPIC SELECTION section, or the PROJECT MANAGEMENT APPROACH section and follow the instructions above to draft a section from your previous submissions**

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| 1. INTRODUCTORY PARAGRAPH |
| 1. BODY: PARAGRAPHS WHICH ELABORATE THE IDEAS IN THE INTRODUCTORY PARAGRAPH   Cut and paste from your previous work and then edit it (and/or your introduction) so that they align with each other. |
| 1. CONCLUDING PARAGRAPH |