1.0 TOPIC

Report Writing

2.0 INTRODUCTION

Report writing is an essential skill for undergraduates as well as will stand in good stead in your future career. A report aims to inform and persuade as clearly and succinctly as possible with evidence about a topic, problem, or situation. The information is presented in a clearly structured format, making use of sections and headings so that the information is easy to locate and follow.

A report is a specific form of writing that is organized around concisely identifying the findings from an investigation. The key features of a report are title page, acknowledgment, table of contents, list of tables, list of figures, introduction, the body of the report, conclusions, and list of references.

3.0 TASK

Students shall work individually and be required to write a report including two chapters using MS Word Software. It should be thoroughly concerned with the consistency of the report and formatting aspects such as font type, font size, heading styles, header and footer, page numbering, captions, cross-references, paragraph justification, indentations, and citations/references.

Chapter 1 - Introduction to your degree program, including its scope

Chapter 2 - Any preferable, and relevant topic which directly related to the scope of your degree program

INSTRUCTIONS

1. Title Page should include name of the degree programme, Selected Topic, Name of the Student, Student Registration Number, Name of the faculty, name of the University (Font: Times New Roman).

2. Chapter 1 - Introduction to your degree programme including its' scope (approximately 2 to 3 pages).

3. Chapter 2 - Any preferable and relevant topic which directly related to the scope of your degree programme (approximately 5 to 6 pages).

4. The text/content of the report - Font: Times New Roman, 12pt, Black colour, align the paragraphs with left margin/Justify the paragraphs/ Keep 1.5-line Space, add Space of 12 pt after a paragraph.

5. Define "Header 01" (Font: Times New Roman, 14pt, Bold, Justify, Upper case, Numbering style: 1.0).

6. Define "Header 02" (Font: Times New Roman, 12pt, Bold, Justify, capitalize each word case, Numbering style: 1.1).

7. Define "Header 03" (Font: Times New Roman, 12pt, Bold, Italic, Sentence case, Numbering style: 1.1.1).

8. Define number format and numbering levels (Use the "Multilevel List" option) for headings.

9. Insert table caption above the table (Font: Times New Roman, 10pt, Bold, Italic, left align), use cross-reference to refer the table/s.

10. Insert figure caption below the figure (Font: Times New Roman, 10pt, Bold, Italic, center align), use cross-reference to refer the figure/s.

11. Add a Table of Contents, List of Figures/Tables' features of MS Word.

12. Header - Add a header with the name and registration number of the student (Font: Times New Roman, 10 pt, Bold, align left) and the degree programme of the student (Font: Times New Roman, 10 pt, Bold, align right).

    Ex: **X.Y.Z De Silva/20MAT1111**   **Name of the degree program**

13. Footer - Add a footer with the Topic of the report (Font: Times New Roman, 10 pt, Italic, bold, align left) and page number (Font: Times New Roman, 10 pt, Italic, Bold, align right).

    Ex: *Selected topic of the report*   *Page 01*

14. Add at least 05 citations/references to the report following APA sixth edition reference style and add the list of references at the end of the report.

Note: One topic should be selected by only one student. Therefore, please confirm the topic selected before starting the assignment. Please discuss the topic among the students and communicate the topics to the practical session Demonstrators for confirmation on or before the 06th of September, 2023 by filling in the MS excel sheet provided in the google drive link.

Dr. Prabath Ranathunga   *Ms. Dimuthu Vijerathne*

                                                                Ms. Ayesha Abegunawardhana

4.0 ASSIGNMENT EVALUATION CRITERIA

Details of the Student / Evaluation Criteria	Using MS Word Features					Content, relevancy and structure of the report	Adhering to the given instructions	Total Marks
	Title Page, Table of content including heading styles	List of tables, List of figures including captions, cross reference	Font type, font size, line spacing, justification, paragraph indentation	Header and footer, page numbering	Citations/Reference and List of References			
Maximum Marks	15	15	15	15	15	15	10	100
Student(s) names(s) - Reg. No.								

Date of Submission: 08th October 2023

Dr. Prabath Ranathunga
Ms. Dimuthu Vijerathne
Ms. Ayesha Abegunawardhana