**Part-1: General Guidelines**

1. **Technical Writing**

Technical writing is an art which is systematic that seeks to answer a question in a scientific way. It is based on the idea that conclusions can only be accepted when supported by evidence. A technical writer should be objective and NOT influenced by his or own opinion (except when the question encourages the author to give an opinion or a personal reflection), use the data collected to support a question or hypothesis. In short, Technical Writing has the following characteristics:

* Present facts in a systematic manner and in accordance with clear procedures.
* Writing must be accurate, truthful and not make assumptions.
* All views expressed are supported by evidence.
* Writing should not distort the facts or exaggerate things.
* Writing should be honest seeking only the truth.
* Statements should not cast any doubt.

1. **Plagiarism**

Any written assignment (essays, project, take-home exams, etc.) submitted by a student must not be deceptive regarding the abilities, knowledge, or amount of work contributed by the student. There are many ways that this rule can be violated. Among them are:

* Paraphrases: The student paraphrases a closely reasoned argument of an author without acknowledging that he or she has done so. (Clearly, all our knowledge is derived from somewhere, but detailed arguments from clearly identifiable sources must be acknowledged.)
* Outright plagiarism: Large sections of the paper are simply copied from other sources and are not acknowledged as quotations.
* Other sources: often include essays written by other students or sold by unscrupulous organizations. Quoting from such papers is perfectly legitimate if quotation marks are used and the source is cited.

1. Works by others

* Taking credit deliberately or not deliberately for works produced by another without giving proper acknowledgement
* Works includes photographs, charts, graphs, drawings, statistics, video-clips, audio-clips, verbal exchanges such as interviews or lectures, performances on television and texts printed on the web.
* The student submits the same essay to two or more courses.

1. How can I avoid plagiarism?

* Insert quotation marks around “copy and paste” clause, phrase,
* Sentence, paragraph *and* cite the original source
* Paraphrase clause, phrase, sentence or paragraph in your own words and cite the source of contents.
* Adhere to the Harvard Referencing stylistic
* Format, whichever applicable, when citing a source and when writing

out the bibliography or reference page

* Attempt to write independently without being overly dependent of information from others original works
* Educate yourself on what may be considered as common knowledge (no copyright necessary), public domain (copyright has expired or not protected under copyright law), or copyright (legally protected).

1. Documenting Sources

Whenever you quote, paraphrase, summarize, or otherwise refer to the work of another, you are required to cite its source parenthetical documentation. Offered here are some of the most commonly cited forms of material.

* Direct

Paradigms represent what we think about the world (but cannot prove). Our actions in the world, including the actions we take as inquirers, cannot occur without reference to those paradigms: “As we think, so do we act.” (Guba, 1985: 15)

* Indirect

According to Capra (1982), this is a form of crisis and it happens when human fail to

achieve the standards of the expected satisfactory level.

1. Referencing Style:

|  |  |
| --- | --- |
| Books with one author | Baron, D. P., 2008. *Business and the organisation.* Chester: Pearson. |
| Books with one author (with edition) | Redman, P., 2006. *Good essay writing: a social sciences guide.* 3rd ed. London: Open University in assoc. with Sage |
| Books with two or three authors | Barker, R., Kirk, J. and Munday, R.J., 1988. *Narrative analysis.* 3rd ed. Bloomington: Indiana University Press. |
| Books with four or more authors | Grace, B. et al., 1988. *A history of the world.* Princeton, NJ: Princeton University Press. |
| e-books and pdfs | Fishman, R., 2005. *The rise and fall of suburbia.* [e-book] Chester: Castle Press. Available through; Anglia Ruskin University Library website <http://libweb.anglia.ac.uk> [Accessed 5 June 2005]. |
| Websites | NHS Evidence, 2003. *National Library of Guidelines.* [online] Available at: <http://www.library.nhs.uk/guidelinesFinder> [Accessed 10 October 2009]. |
| Journals from a database | Boughton, J.M., 2002. The Bretton Woods proposal: an in-depth look. *Political Science Quarterly* [e-journal] 42 (6) Available through: Blackwell Science Synergy database [Accessed 12 June 2005]. |

1. **Documentation requirements**

Your essay must adhere to standard documentation requirements:

* Font : Times New Roman
* Font Size : 12
* Spacing : 1.5

**Part 2: Details about the Assignment**

1. **Learning outcomes**

This assignment will assess your ability to:

* Demonstrate the application of report writing (formatting etc.)
* Perform a literature search using various electronic/physical means available
* Understand the ethical implications of performing research
* Understand the problems of plagiarism and be able to demonstrate appropriate referencing to avoid such claims
* Critically review and select sources of information
* Present research findings

1. **Weightage:** The assignment consists of two sections.

|  |  |  |
| --- | --- | --- |
| Group Assessment | 1. Mini Research Report   (Group Work with 4-5 Students) | 25% |
| Individual Assessment | 1. Presentation of Opinions – Forum (Individual Assessment) | 25% |
|  | Total | **50%** |

1. **ASSIGNMENT QUESTION**

Write a **Technical Description** in minimum Five-pages on **Any Concept, Process or Methods from your field of study** focusing on “**Virtual Learning Environments during COVID-19 Pandemic**”. This description should be written for an educated lay audience, one that possesses no specialized knowledge of your field of study or the specific subject of your document.

# Other guidelines for the Contents of Report:

# 1. Write only on a subject about which you already know something. Writing on a brand-new subject (a) will take far too long, and (b) will necessitate too much reliance on sources. You can use internet sources for this research if you wish, but these sources should be used sparingly and should only reinforce your description. Your paper should not be a collection of paraphrases and quotes.

# 2. In accordance with your targeted audience, make sure you address the significance of your topic – in other words, make sure you answer the question, “Why should anyone care about this subject?”

# 3. Make sure you provide sufficient details about your subject. Consider every possible angle: What are its physical dimensions? How many steps are in the process? Who first explored this idea? Etc.

# 4. Include at least one graphic illustrating your subject in some way, and make sure you integrate this graphic appropriately: a reference to the graphic in your text, a label (e.g., "Figure"), a number ("1"), a title ("The Bagley College Logo"), and a source citation ([1]) if the graphic is not yours, as in the example below:

A picture containing graphical user interface

Description automatically generated

Figure 1. The LBEF College Logo [1]

5. Your report should **NOT EXCEED more than 2500 words**.

1. **ASSESSMENT CRITERIA**

**Group Assessment:**

The Group Report will be marked based on the instruction mentioned in Section II (Subsection-I). **25% Marks** has been allotted for the Group Report.

**Individual Assessment:**

The Individual assessment (25%) will be based on a forum discussion of results from your group assignment. Each person will be evaluated according to a presentation of the contents mentioned in their respective documents.

**Timing of Presentation:**Each panellist is allocated approximately FIVE (5) minutes (in total) to deliver their constructive presentation. The head of each Group is given FOUR (4) minutes in total to deliver the introduction, ask questions, clarify details and conclude the discussion.

The total time allocated for each forum group is between 10-12 minutes (depending on the number of panellists).

The Presentation will include the following criteria:

Documentation of the Technical Report **10 Marks**

|  |  |
| --- | --- |
| Effectiveness of Content/Presentation:   * Ability to keep the audience’s attention/interest & clarity of voice and flow of ideas within content (5 Marks) * Specific (not general) discussion of the assigned topic (5 Marks) | **10 Marks** |
| Participation:   * Dressing appropriately for the presentation (3 Marks) * Actively involved in the presentation process of other students (Question & Answer sections) (2 Marks) | **5 Marks** |
| TOTAL: | **25 Marks** |
|  |  |

# V. PERFORMANCE EXPECTATION

# Marks are awarded based on the following guidelines:

|  |  |
| --- | --- |
| Grade | Description of performance level |
| 75% – 100% | Ideas presented are coherent and convincing, based on reflective reading & research. Viewpoints are supported with valid explanation and good reasoning. Shows understanding, thought and reflection of subject matter. Clear link between Presentation and slides in relation to practical implementation in real life. Accuracy in vocabulary, minor grammatical errors or spelling mistakes. Good referencing. |
| 65% – 74% | Sufficient points raised; valid explanations provided. Viewpoints presented are adequate, based on selected some research. There is sufficient understanding of subject matter, supported with relevant points for application in real life. Some grammatical and spelling mistakes. Referencing fulfils minimum standards. |
| 50% – 64% | Basic requirements fulfilled with some understanding of subject and clarity in presentation. Basic examples used to illustrate points. Some viewpoints provided; some explanations may be unclear or unhelpful in clarifying points. Limited citation of sources. Some grammatical and spelling mistakes. Minimal referencing of sources. |
| Below 50% | No understanding of the subject matter and failure to address the needs of the question. Points are off-topic and are not related to real life application. No understanding of presentation technique. Numerous grammatical and spelling mistakes. Very weak referencing. |