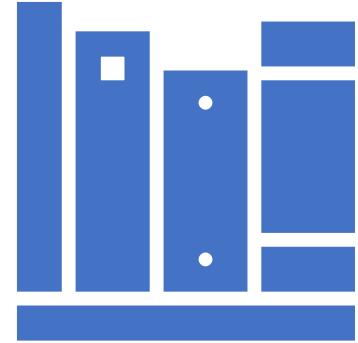
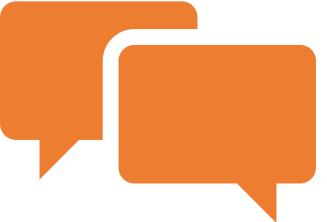


EAP Group Project Guidelines



What to do?

- 2 parts:
 - Report
 - Presentation
- Pick one topic from the 10 topics published on EAP page.
- Work in the same group that you have for the other subjects



Stages of the project



Topic selection



Assign a group Leader



Brainstorm as a group



Assign each member a section of the topic to research



Decide the duration of the data collection period (e.g. 2 weeks)

Research (data collection)

Centralize	the data collected by all the members
Eliminate	redundant data and irrelevant information
Collate	only the relevant data
Assign	a segment for each member (writing chapters/graph design/ presentation design



Write the draft/plan the presentation



Edit the draft/ the presentation



Finalize the report/ presentation



Submit the report/ presentation online

Report Writing



What kind of a report?



A survey research



Survey research is a method used to collect data that is used to gain insight on a specific topic.



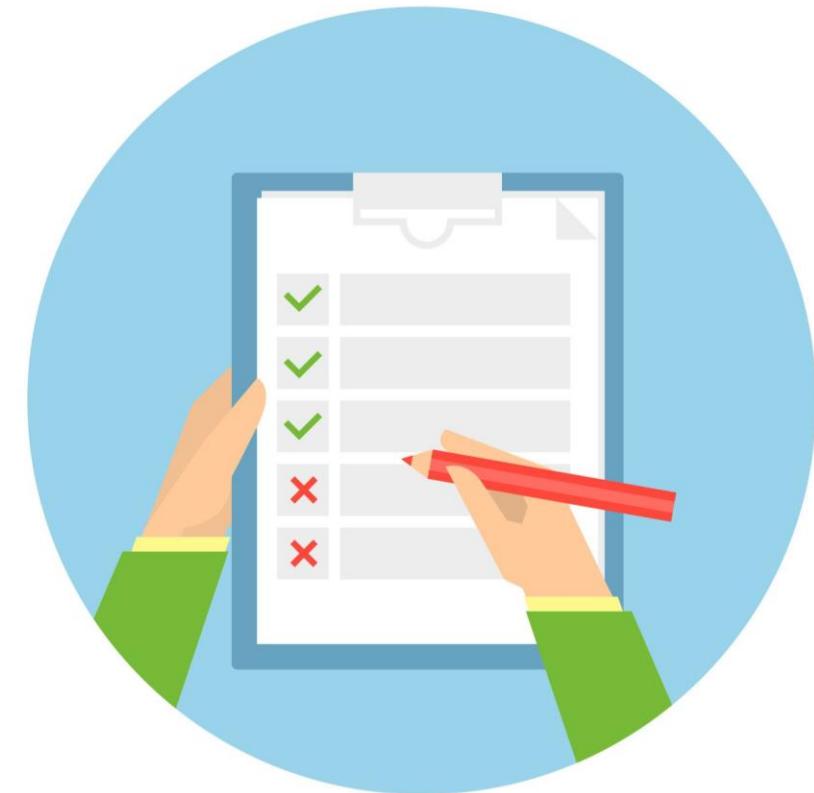
This research is quantitative.



Quantitative research results in numerical data

Collecting data

- Create a questionnaire



designed by  freepik.com

Format of the report

Title page

Terms of Reference

Acknowledgement

Table of contents

Abstract

Introduction & Methodology (2-3 pages)

Data analysis & Discussion (5 -7 pages)

Conclusion/recommendations (1 page)

References

Appendices

Title page

- Topic
- Course Code
- Date
- Batch
- Group Members

Name	Student ID
A B C FERNANDO	ITXXXXXXXXX

Terms of reference

- A report submitted in fulfilment of the requirement for the module IT1080, Sri Lanka Institute of Information Technology.



Acknowledgement

- Acknowledge the assistance/support of individuals or organizations

Abstract

- A 100-200 word summary of your report.
- It provides a brief overview of the report:
 - The purpose
 - Define the topic
 - Summarize the main sections of the report
 - Conclusion or outcomes.
- An abstract is usually written when you have completed the report.

Introduction

Background information

Significance of the topic

Objectives of the project

Sample Introduction

There has been an increase in the use of social media over recent years in the recruitment and job-seeking process with every indication that this practice will continue to expand. Social media has become a tool for potential employers to gather information and evaluate a candidate's suitability for a job. While this practice has become widespread, there is little in the way of systematic approaches to using social media as a recruitment tool. Expectations about social media presence are seldom explicit, and both potential employers and employees need clarity on appropriate use of this information. This report will discuss research into graduating students awareness of social media usage as a recruitment tool for graduate employment.

context

purpose

Methodology

- Sample of the study
- Detailed explanation of the research instruments used to obtain data
- Procedures followed

Sample Methodology

Click on the buttons to explore the sample methodology.

The research used a quantitative methodology based on the approach advocated by Williams (2009). This study was conducted by questionnaire and investigated graduates attitudes and knowledge of the use of social media in recruitment (see Appendix 1). The questionnaire used a 4 scale Likert to assess awareness (Jones 2007) and attitudes towards social media in recruitment and provided open-ended responses for additional comments. The survey was voluntary and anonymous. A total of 412 questionnaires were distributed online to randomly selected graduating students from each of the three colleges within the university. The completed questionnaires were returned by email.

method

procedure

relevant study

participants

Hide all

Data analysis and discussion

- Presents the information from your research
- Organizes information logically under appropriate headings
- Conveys information in the most effective way for communication: Uses figures, tables, statistics
- Can use bulleted or numbered lists, but the bulk should be paragraphs made up of full sentences

Sample Results

There was an 85% response rate to the distribution of questionnaires to new graduates. The results in Table 1 suggest that there is little awareness of the potential dangers of employees using personal profiles and information on social media when applying for jobs.

Table 1

Graduates know that employers review potential candidates using	Strongly agree (%)	Agree (%)	Disagree (%)	Strongly disagree (%)
LinkedIn	60	20	15	5
Facebook	16	4	40	40
Twitter	9	36	35	20
Instagram	3	17	50	30

Conclusion



FINDINGS



RECOMMENDATIONS

Sample conclusion

Usage of social media in recruitment is widely established and expected to increase as social media becomes further integrated with business and personal lifestyles.

Current research has found that over 90% of recruitment professionals refer to LinkedIn and approximately 60% engage with Facebook and Twitter when making decisions about the appropriateness of prospective employees. However results show that graduates were sufficiently aware or alarmed by this practice and the potential discriminatory effect on their employment opportunities.

synthesis
and
interpretation

Sample recommendations

- There is a need for a program of awareness raising among graduates approaching the job market. A large percentage of millennial job seekers surveyed do not realise the extent that their social media profiles can affect their future prospects and such awareness raising could be incorporated into Careers and Employment programs within universities.
- Awareness of these issues should be introduced in the early years of a course. This would allow students to cultivate career appropriate social media profiles and practices before these issues become crucial.

Referencing Style



IT students : IEEE

Appendices

- All your supporting information like questionnaires, transcripts
- Each appendix must be given a number (or letter) and title
- Each appendix must be referred to by number (or letter) at the relevant point in the text.

In text:

The data obtained on perception of social media are summarised below. The detailed data are given in Appendix 1.

Title of the appendix on the actual appendix page:

Appendix 1. Detailed data obtained on perception of social media.



Report Guidelines

- ▶ Use Times New Roman font
- ▶ Use font size 12 for the body and 14/16 for headings
- ▶ Use 1.5 spacing and justify margin style
- ▶ Page margin : 1.5 left margin, 1 other margins
- ▶ Page numbers: Bottom right

- Black for text
- Colours for Graphs/Charts



References

- <http://www.monash.edu/rlo/assignment-samples/information-technology/it-report-structure>
- <http://libguides.library.curtin.edu.au/c.php?g=202426&p=1333220>

