# Report Shell – 10% - Group task

During class in Week 3 you will review the OACETT formatting. By the end of the week, you will be asked to submit a shell/template of your projected report formatting. It is understandable that headers/section titles may change as the writing process begins, but this will give you some structure when you sit down to write.

## When is it due?

End of Week 3 – *Friday* September 25 by 11:59pm

## What to do:

Following the OACETT guidelines, complete a word document using HEADERS and subheaders to layout your report sections, included front and end matter (placeholders where applicable)

-use the headers given in the powerpoint from week 3 (slide titled ‘elements of a final report’)  
-include any subheaders you predict/foresee (remember, this is fluid and may change – that’s ok!)  
-format correctly using Title Page, Table of Contents, etc… (feel free to youtube how to set this up or check out of zoom in week 3)

## How you will be marked:

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| Level 1 – 0% | No submission |
| Level 2 – 50% | Submission does not have the main section headers or front/end placeholders with minimal/poor formatting |
| Level 3 – 75% | Submission has the main section headers and front/end placeholders with some formatting that can be improved |
| Level 4 – 100% | Submission has the main section headers (and subheaders) and front/end placeholders with proper formatting |