



INSTITUTE OF MANAGEMENT & BUSINESS STUDIES  
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DEPARTMENT OF ENGLISH  
DIPLOMA IN ENGLISH LANGUAGE

### **DIE2054 - Final Project Report**

1. Aim:

- Enable students to write articulate and detailed reports on the given content.
- To use English language effectively in academic writing.
- Developing students' presentation skills
- Gaining the ability to present information to an audience with appropriate use of visual and technical aids

2. Total marks – 100

3. Common Instructions;

- Refer to the instructions given below thoroughly
- Candidates should choose one scope from the given major areas and prepare a detailed report and prepare a PowerPoint presentation and present their presentation.

### **Question**

**Choose one scope from the given major areas and prepare a detailed report, and prepare a PowerPoint presentation and present it in the exam.**

Step 01 - Choose any major area from the options below and create your own topic.

Step 02 - Prepare a detailed report on your chosen topic.

Step 03 - Prepare a PowerPoint presentation related to your project report

### **Selection pool**

- Social Media
- Recreation
- Education Field
- Natural Disasters
- Cultural Festivals
- Technology
- Health and Well-being
- Fashion
- Natural Resources
- Business and Economics

### **Important**

- Students can choose any topic of their choice related to the given scopes.
- You cannot choose controversial and biased topics for any religious or political party.
- You should follow the guidelines given by this document clearly and do the report.
- You can get the information using internet or any other resources.
- No marks will be given for the plagiarisms (Not accept copy paste reports)

### **How to layout the project report?**

- Number of words: 1500 - 2000
- Font size: Topics 14, Content 12
- Font style: Times New Roman
- Paragraph: Justify
- Margins: Normal
- Number of pages: Students can decide
- Line spacing: 1.5

### **What should be included in a report?**

1. Title Page
2. Table of Content
3. Acknowledgment
4. List of Abbreviations
5. Introduction
6. Main Body
7. Conclusion
8. Recommendations
9. References

## **1. Title page:**

Topic of the report, the name of the course, the name of the student, the student number, diploma and the date of submission should be included

## **2. Table of content**

The table of contents lists the main sections (headings) of the report, and the page on which each begins.

## **3. Acknowledgements**

The acknowledgements section is usually optional, and gives space for you to thank everyone who helped you in writing your report. This might include your lecturers, participants in your project, and friends or family who supported you.

## **4. List of Abbreviations**

If you have used a lot of abbreviations in your project, you can include them in an alphabetized list of abbreviations so that the reader can easily look up their meanings.

List of Abbreviations	
• ESL	- English as a Second Language
• GCE	- General Certificate of Education
• ICT	- Information and Communication Technology
• IT	- Information Technology
• EAP	- English for Academic Purpose

## **5. Introduction**

Provide background information on the topic or issue, explains the purpose and scope of the report, and outlines the methodology used.

## **6. Main Body**

This contains the main substance of the report, organized into sections with headings and subheadings rather than paragraphs.

## **7. Conclusion**

The Summarizes the primary discoveries of the report and offers conclusions should be include here.

## **8. Recommendations**

These are subjective opinions about what action you think could be followed. They must be realistic, achievable and clearly relate to the conclusion of the report.

## **9. References**

You should include full details of all sources that you have cited in a reference list(sometimes also called a works cited list or bibliography). It's important to follow a consistent citation style.

## **PowerPoint Presentation**

- After completing the Report, students have to prepare a PowerPoint Presentation regarding their report.
- You should include the main points you discussed on the report to the presentation.
- PowerPoint should have maximum 10 slides.
- You can add pictures, video clips, animations to your presentation
- Time allocation will be 5 minutes (You need to prepare your presentation to present within 5 minutes)

### **How to upload the project Report & Presentation into the LMS.**

- Deadline of project report submission - **30<sup>th</sup> of July 2025** before **4.00 P.M**
- Before submit the report and presentation, you must convert the report and presentation into PDF Format. **It is mandatory to convert the file into a pdf.**
- You should upload the project report through the **“Project Report Submission” Option** of the Assignment button in your LMS and your PowerPoint presentation through the **“Presentation Submission” Option** in your LMS.

### **DIE2054 – Project Report Interview**

#### **Aim**

- To evaluate students’ communication and presentation skills.
- To measure the progress of students at the end of diploma studies

#### **Instructions**

- You have to face an interview about the report (your topic) you submitted after your submission.
- You should present your PowerPoint Presentation in the interview.

**Interviewers** – Conduct by an Interview panel

### **How to face the online interview.**

- After you submit the report & Presentation to the LMS on time, your interview dates and the times will be given through your student notice board.
- Please note that if you have not submitted the report before the deadline, you are not allowed to apply for interviews.
- The candidate must join the online interview at the scheduled time via Zoom application
- Please note that it is a must to download the ZOOM app before facing the interview
- The candidate must be dressed in the attire instructed:
  - **Girls: white blouse and black skirt.**
  - **Boys: white shirt and black pant.**

## Student Awareness Programme - සිසුන් දැනුවත් කිරීමේ වැඩසටහන

- will have a live discussion related to Project Report Subject lectures during the below mentioned date.

<b>Date</b>	<b>2025.06.01</b>
<b>Time</b>	<b>04.00 PM</b>
<b>Zoom Link</b>	<a href="https://learn.zoom.us/j/92506773638?pwd=QTVScnhJOHZER2tLdHlTamJQNWFqdz09">https://learn.zoom.us/j/92506773638?pwd=QTVScnhJOHZER2tLdHlTamJQNWFqdz09</a>

Special:

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Kindly note that your participation is mandatory.



**Assistant Registrar**  
**IMBS GREEN CAMPUS.**