

Hong Kong Community College
LCH1047 English for Academic Studies (Science and Technology) II
Semester Two 2020/21
Writing Task – Report (Individual, 20%)

In this task, you are required to write a report based on some graphical data relevant to the science-and-technology field.

Expected Learning Outcomes

The objectives of this assignment are to assess how well you are able to:

- Analyse, describe and compare graphs.
- Present data and information in a well-structured report.
- Use appropriate lexico-grammatical resources to communicate effectively on issues related to science and technology.

Graphical Data

On the Centralised Group of Moodle, there are five sets of graphical data under “1 February – 7 February.” You are assigned one set of graphical data as follows:

Last Digit of Your Student ID (Excluding “A”)	Graphical Data
1 or 2	Set A
3 or 4	Set B
5 or 6	Set C
7 or 8	Set D
9 or 0	Set E

E.g.
If your student ID is 12345678A,
you are assigned to use Set D of the
graphical data for the completion of
this assignment.

Note: Marks may be deducted if the wrong set of graphical data is used.

Your Task

Write a report of **450-550** words.

*Note: The word count should include the report title and the 4 sections (including all the in-text citations).
Marks will be deducted if the word count shown in the Turnitin report falls out of the above range.*

Submission Deadlines

Deadline	What you need to do
Week 5 Friday 5 Mar 2021 17:00:00	<u>STEP 1</u> <ul style="list-style-type: none">• Upload a Word file containing <u>only</u> your report title & the 4 sections to <u>Turnitin</u> Assignment on Moodle
Week 6 Monday 8 Mar 2021 17:00:00	<u>STEP 2</u> <ul style="list-style-type: none">• Upload the following 2 PDF files to Moodle Assignment:<ul style="list-style-type: none">(i) <u>Originality</u> report of your report assignment(ii) Completed “Declaration of Original Work” & Reference List

Important Note:

- Mark deduction penalties will be imposed if a student submits the assignment late. A total of 20% of marks will be deducted for late submission of any soft copy in STEP 1 and/or STEP 2. ZERO mark will be given for late submission of more than 7 calendar days.
- Only the Turnitin-checked copy of your assignment (i.e. the originality report) will be accepted for grading.

Guidelines

Conduct a careful analysis on the set of graphical data assigned to you. Write a report to describe and compare the data. Your report should contain a title and 4 sections:

<u>Title</u>	
1. Introduction (~100 words):	<ul style="list-style-type: none">• Provide background information on the topic/issue that helps readers understand your findings.
2. Results (~200 words):	<ul style="list-style-type: none">• Provide basic information and details of the graph(s).• Identify any important data, patterns, and/or trends shown in the graph(s).• Make comparisons of the data, patterns, and/or trends.
3. Discussion (~130 words):	<ul style="list-style-type: none">• Based on the Results section, provide feasible explanation on the important data, patterns, and/or trends identified, as well as any similarities or differences observed.• Cite at least ONE reference source to support the explanation. Only English sources are accepted.
4. Conclusion (~70 words):	<ul style="list-style-type: none">• End the report with a concluding method (e.g. recommendation, prediction) in response to what has been discussed

Format

- Your report should be word-processed (Times New Roman, font size 12, double-line spacing).
- The 4 sections of the report should be clearly labelled with headings.
- Do not write in point form.
- You must **write your own work**. Disciplinary action will be taken if a student is found plagiarizing other writers' ideas/ words. When you include information you obtain through research, you should provide in-text citations and a reference list in APA style (7th edition).

Grading Aspects

Criteria	Details
Ideas and Scope of Analysis (47%)	<ul style="list-style-type: none">- Title- Background information in introduction- Sophistication of details- Accuracy of details- Relevance and logic of explanation- Method of conclusion
Organisation, Coherence and Cohesion (10%)	<ul style="list-style-type: none">- Structure of the report- Transitions- Flow of ideas- Paragraphing
Language, Writing Style and Mechanics (40%)	<ul style="list-style-type: none">- Grammar- Spelling- Punctuation- Word choice- Sentence skills
Documentation in APA Style (3%)	<ul style="list-style-type: none">- In-text citation- Reference list