**Assignment 2**

**Take Home (To be submitted in the second week of November)**

**Students have to work in groups (for details, refer to the document regarding group formation in the notice section in Nalanda)**

**MM: 40 (High:38; Low:0; Average: 29.5)**

1. Write a Recommendatory Report, in APA format, based on any one of the topics given below. Your report should have the following points:

* prefatory parts (only the cover, title page, acknowledgement, table of contents, list of illustrations and abstract) (6)
* introduction
  + properly developed background (1)
  + purpose and authorization: who has asked for it, who has been asked to prepare for it with designations clearly mentioned (1)
  + scope and limitations of the report (2)
  + methods and sources of data collection (2)
  + methodology adopted for the study: different sampling methods, approach adopted to interpret the data (2)
  + significance of the study (2)
  + division of the report (1)
* discussion (interpretation of the data with the use of 4 illustrations)

1. 4 illustrations (4X1=4), no reference given in the discussion, then minus 1; more than 4 illustrations, looked for relevancy, no extra credit given; table and graph numbering not correctly done, minus 1
2. "Discussion" as heading, minus 1
3. Analysis of data (10)

* conclusion/s (2.5)
* recommendation/s (2.5)
* appendix [Optional \*](1)
* bibliography (3)

1. Need to understand the difference between bibliography and work cited (if it is work cited, it is minus 2; similarly, if it does not follow the alphabetical pattern of APA format, minus 2; in both the cases, the students would get only 1 mark out of 3)

Additional Evaluative Components:

1. No coordination or subordination: minus 1
2. Typos/Grammatical Error: minus 3
3. No page number: minus 1