***General Guidelines for the Report***

To begin with your report must:

* Look Professional
* Have Structure

(See “Required Structure of your Report”)

* Be fully Referenced

Additionally:

* Do not write in the 1st person ie “I was asked …….” Make this 3rd person “A request was made ……” or similar
* Do not mention Outcomes or Questions …. Give sensible meaningful headings
* When addressing any of the questions your perspective is that you are employed by Fractal Entertainment and have been asked to write a report addressing the various issues posed by the questions