**ORGANIZATION OF WRITTEN REPORT**

1. Name of the establishment (Hotel, Hospital or Industry)
   1. Location and background
   2. Reason for choosing
2. Organization of the establishment – Organizational Chart:
   1. Functions of various departments/sections
   2. Personnel
3. Describe or define the situation
   1. What you hope to accomplish (goals and objectives)
   2. What procedures you will follow (plans, stages, contacts e.t.c)
4. Follow your plan (Record in your journal)
5. Organize your observations into a usable structure to include the following:-
   1. Pertinent facts about the establishment
   2. Synthesis of ideas or plans
   3. Use illustrations, pictures, sample menu etc
6. State your accomplishments on this project (refer to your goals and objectives) include the following:-
   1. What you did well
   2. What you might have done differently
7. Value to your training programme. Analyze your field experiences in view of training programme.
   1. Discuss some of the constraints encountered i.e. areas lacking in your current training programme. (deficiencies)
   2. Indicate areas or aspects you need to work on or improve before going for a longer period of field attachment.
8. Acknowledgement
   1. Acknowledge people who assisted you on this project; state help received and resource people contacted
   2. Bibliography (written resources used). When possible append leaflets, brochures e.t.c.
9. Summary, Conclusions and Recommendations.
10. The final report should be typed and spiral binding or other low cost binding material may be used and soft copy report.