

Module: How to Write the Main Body Section: Additional Information

No.	Contents:
1.	Tip When writing numbers in your report, spell out numbers between zero and ten and use figures for all other numbers.
2.	Tip Use decimals instead of fractions, whenever possible. Decimals are easier to type and to read. Write both decimals and fractions as figures.
3.	Tip Spell out the shorter of two numbers that appear consecutively in a phrase (e.g. 4 six-foot players, twenty 1000-piece puzzles).
4.	Tip When you write a list within a paragraph, use figures within parentheses, e.g. i), ii), iii) and so on. When you want to write a list in list format, use figures followed by a full-stop.
5.	Tip All numbers that begin a sentence should be spelled out.
6.	Tip When you use two or more numbers in the same section of writing, use figures. This makes them easier to see and compare (e.g. We purchased 25 children, 15 teenagers, and 5 adults).
7.	Tip When analysing the findings, it is important not to let your own interpretations interfere with the facts.
8.	Tip When presenting your arguments to support your problem statement, find three supporting arguments for each position you take. Begin with a strong argument, then use a stronger one, and end with the strongest argument for your final point.
9.	Tip You need to ensure that the surveys you have included in your research are valid and reliable. Validity refers to the accuracy of the survey, while reliability is associated with repeatability or stability.