# Preparation of the progress Report

**Purpose:** To document the progress made during the first semester.

**Length:** in average 4,000 words, which is 15-20 pages depending on the

spacing used.

**Submission:** Submit electronically via Blackboard by 7 January 2019

**Marks Awarded**:20% of total mark.

**Format:** Please prepare your report under the following headings:

**Introduction** (1 - 2 pages)

Outline the problem.

**Aim and Objectives** (1/2 page)

State the aim and the major objectives of the project.

**Approach** & **methodology** (1- 2 pages)

In case of any problems appeared, explain how they are addressed. Include the update of a work plan.

**Literature Survey/Theory** (up to 10 pages)

This should include a critical account of the major findings of the literature survey. This is of major importance, literature review could be used as it is (or with small modifications, additions) in the final report.

**Progress Made** (up to 5 pages)

Discuss the progress made during the first semester and include preliminary observations/results.

**Work plan for the second semester** (1 page)

Detail how the remainder of the project is to be carried out. Include a work plan.

**References**

Use the recommended format (either Harvard-SHU or APA 6) for more info see <http://libguides.shu.ac.uk/referencing>

**Style**

Write this report in the same style as the final report, specifically in the third person, past tense. This will provide report-writing practice and allow feedback on your strengths and weaknesses.

**Oral Presentation**

A short (up to 10min) oral presentation based on the content of the progress report should be given to the supervisor during the feedback session in January.