

FIT1049 IT professional practice

Week 12 tutorial: Reflections on Assignment 2

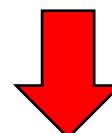
Activity 3 presentation slides [excerpt]



Activity 3: Formatting a report

- In past semesters, students have submitted essays instead of reports
- This has lost them marks here:

Resulting in this



Criteria	Very good	Good	Okay	Adequate	Unsatisfactory
Quality of writing (10)	<p>The writing is purposefully and effectively formatted and written as a report with necessary structural elements as appropriate (such as title, author's name, date and headings).</p> <p>The language and expressions used are also consistently professional and articulate, and there are no grammatical or typographical errors in the writing.</p> <p>The writing also includes both citing and referencing following the APA style.</p>	<p>The writing is effectively formatted and written as a report with necessary structural elements as appropriate (such as title, author's name, date and headings).</p> <p>The language and expressions used are also generally professional and articulate, but there may be a few grammatical or typographical errors in the writing.</p> <p>The writing also includes both citing and referencing following the APA style.</p>	<p>The writing is generally formatted and written as a report with necessary structural elements as appropriate (such as title, author's name, date and headings) though there may be some inconsistencies at times in the format and/or minor omission of structural elements.</p>	<p>The writing is generally formatted and written as a report with necessary structural elements as appropriate (such as title, author's name, date and headings) though there may be some inconsistencies at times in the format and minor omission of structural elements.</p>	<p>The writing is not formatted and written as a report.</p> <p>The language and expressions used are not professional and articulate overall, and it may not be comprehensible at time. There may also be many grammatical or typographical errors in the writing.</p> <p>The writing also does not include either/both citing or/and referencing following the APA style.</p>

Activity 3: Formatting a report

- There are several fundamental differences between reports and other kinds of writing. What are the key elements of reports?
- An essay is “presented as a series of logically linked claims”, and writing academic essays “helps to develop your ability to articulate arguments and to support your position logically, with evidence” (Kimberley, 2016, p. 72)
- An essay is typically a written response to a question or statement

Essay

Opetus on dynaaminen, vaativien ja palkitsevien ammatti. Jokaisessa luokassa on mikrokosmos suurista yhteisöistä ja sinä tilassa toiveisiin ja haluihin tulevan hyvinvoinnin viljellään. Luokkahuoneessa yksilön, kokemuksia, oppimistyylit, sosialisia suhteita ja opetussuunnitelman tavoitteiden välillä on jatkuva vuorovaikutus. Se on opettajan kyky integroida nämä muuttujat, joka luo päävittäin mahdollisuksia menestykseen. Lisäksi syvä sisältö tietoja opettajien pitäisi tietää, miten motivoida, innostaa ja haastaa opiskelijoita niin, että ne muutakin mukavasti suorittamista hyväksyttyi ja toteutuksesta erinomaisesti valtaan. Suunnittelun oppitunteja, analysoidaan opiskelija työn ja kehityksen, yhteistyö muiden opettajien kanssa, ja parantaan omaa tietämystä - kaikki vaativat työtä kuin koulu-bell ring.

Voin vahvistaa opettajan ammattiin antamalla kollegaalista tukea maadoitettu vakuumukseni, täyttämään minun mahdollisuudet. Uskon, että meidän tehoa ammattilaisina paranee liittynällä yhteen ja avustavat toisiaan, joten harjoittavat yhteistyötä monin tavoin. Minun kampuksella luokan tasolla joukkue kerää virallisesti kahden viikon kokouksissa. Analysoimme StudentWork ja arvioinmin tietojen, myös opiskelijoiden tarpeisiin eriyttämisen ja muutos suunnitelmienvaativimiseksi ja voimavarat - jotta kykyjämme jaetaan paitsi omia luokkia, mutta kaikki lapset luokan tasolla. Lähestyn näihin kokouksiin, kumppanuuden ja oman vastuun kuittaus jokaiselle jäsenelle oma joukkue. Kollegani tietävät minun vahvuudet ja rajoitukset ja tietää omansa. Yhteenkuuluvuus ja luottamus, joka on kehittänyt ryhmässämme näky halumme tunnistamaan alueita niihin ratkaisuja ja tukea

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Report

Abstract

Abstracts should usually be no more than 100-150 words. They provide a brief summary of the report including the methods used, the key findings and conclusions. An example of a two-line abstract of this report follows: Provides an outline of an example report and a summary of the main elements a report should include. Includes a Report Writing checklist for use by students.

1 Introduction

This report provides an example structure for a report. Each section is considerably shorter than it would need to be for a full academic report. The intention is to provide an overview of the main sections that most reports should have.

2 Literature review

Having introduced my topic, I should then review what the literature has to say about it. If it were a technical report, I might want to introduce the theory behind my approach here. There is plenty of advice on report writing including books such as Hoop (2006) and Lewis (1994), and web pages (Loughborough University Library, 2006a). My citations should appear as a list of references below. In this report I have used the Harvard Citation style (Loughborough University Library, 2006b).

3 Methodology

If this were a research report, I would outline my methodology at this stage. I should need to include enough detail so that someone else wishing to follow my procedures could do so and achieve the same results as me. This may not necessarily mean detailing the methods at great length, but should at least reference the literature which does describe my methods. Any limitations of the methodology (i.e. a lack of time or inappropriate equipment) should be made clear at this stage. This demonstrates critical thinking and reflection and should give you better, not worse, marks.

4 Results

Once the methodology has been outlined, I should then report on my results. The implications of the results should not be discussed at this stage – that comes later. At this point I should just describe my findings, perhaps using sub-headings as detailed below. The order in which you report your results should be logical and structured.

Activity 3: Formatting a report

- Reports, on the other hand, are specifically informative and have very particular purpose
- They are usually commissioned to assist in decision making or informing a particular person/group
- “The purpose of the report determines how the report is constructed” (Kimberley, 2016, p. 82)
- So what is the purpose of this report and who commissioned it? What are they hoping to learn from it?



Some questions for your reflective report

- What is the expected purpose, structure and formatting for a report?
- What ‘narrative’ will my report communicate?
- How should I organise my narrative using the structure of the report?

Quality of writing (10)	
	<p>The writing is purposefully and effectively formatted and written as a report with necessary structural elements as appropriate (such as title, author’s name, date and headings).</p>
	<p>The language and expressions used are also consistently professional and articulate, and there are no grammatical or typographical errors in the writing.</p>
	<p>The writing also includes both citing and referencing following the APA style.</p>

Report structure and narrative purpose

- Reports have a common structure
 - divided into titled sections, with each major section having a specific job and incorporating headings and subheadings
- But an effective report must communicate a purposeful (and linked) narrative or story
- Consider the overall purpose of your report narrative before populating the report subsections with text. I.e.
 - What is important/meaningful to report about my reflections on teamwork in Assignment 2?
 - As a result of these reflections on teamwork, what specific changes will I make in future professional practice? (guiding your own professional decision-making)



What ‘narrative’ will my report communicate?

Task instructions: ‘In a report format, write a reflection of up to 1,000 words on the **process** your team followed in order to complete Assignment 2, your **analysis** and **reflections** on your own contributions to this process, and how you could **improve** the ways you contribute to such **teamwork** next time in a similar situation. Make sure your **reflections** are **grounded** upon the **concepts** and **theories** covered in this unit.’



Free-Photos, 2016

- A specific narrative reflecting analytically on your team process and how to improve your contributions in future (grounded in unit theory)

Using report structure and format effectively

- The title page should indicate what the report is about (e.g. topic described in report title), and what aspects of the topic are covered in the report
- The introduction should address both the *what* (purpose) and the *how* (structure) of the report
- The body should sequence information logically according to intended narrative
 - Organise sections with headings
 - Make headings concise but informative (so reader can grasp content quickly)
 - Support your analysis with clear, specific examples / evidence
- The conclusion should synthesise the key insights from the report body
 - I.e. clearly sum up what you have learned overall from your reflection, and the implications/planned changes for your future professional practice
- The reference list should document all evidence cited throughout the report
(Appendices optional; larger reports will need a summary and table of contents)

References

- kat7214. (2019). Hourglass [photograph]. Retrieved from <https://pixabay.com/photos/hourglass-time-sand-wood-sandglass-2846643/>
- Kimberley, N. (2016). Student Q Manual (6th ed.). Faculty of Business and Economics, Caulfield East, Australia: Monash University