

Guidelines for report and oral presentation Francis Munier

Objectives of the report

The overall objective is to deepen student's knowledge in a field or a thematic related to the teaching, and to begin developing a research project aimed at producing “new” knowledge in this area, or also a good literature survey.

The report can of course be an opportunity to develop specialized knowledge in a field related to the general theme and that has not been covered during the teaching.

Topic of the report

Report can be quite varied in terms of theme but also content types. They address a theoretical question, a more or less broad set of techniques or methods, a particular empirical question, or more generally an approach to economic analysis, management or organization. The report may consist in:

- Proposing a theoretical and / or methodological development on one particular theme
- Putting into

practice one or more aspects developed during the programme, through an empirical study, by testing a model or of a particular method, or exploring the relevance of the concept and theoretical - Conducting a review as complete as possible of the literature on a particular issue; in this case, it should not be purely descriptive, but must allow comparing different approaches and works, their conclusions and contributions from a particular and original viewpoint.

In any case, it is essential that the student finds interest and motivation in the topic and shows curiosity and willingness to enrich the understanding of the theme or subject.

Topic

Students choose the topic of research report by themselves, with support from the responsible of the teaching. Choosing a topic is also choosing a field that will have to be deeply explored; this means time spent to obtain information, make contacts and take steps to various investigations.

The report must then cover a specific theme, related to the content of the lessons learned. This theme is set and approved by the teacher).

Closely with the teacher, the student shall specify at the beginning of work: • The thematic boundaries of the topic • The main literature references to start with • The hypotheses to be tested

- The methods (deductive / inductive approaches, respective share of the theoretical or conceptual and empirical investigations)

It is imperative to discuss the plan with the teacher prior to writing.

The report document

Elements of content and form

The plan must be structured in a way to facilitate the understanding of the approach and the results obtained. It is therefore necessary to specify the topic of work and to organize the report accordingly. The structure and content of course depend on the subject and the recommendations of the teacher. But in general, the report necessarily includes:

- The overall presentation of the theme, in relation to the state of knowledge in the field ("survey of the literature")
- Formulating hypotheses and explanation of the methodological approach followed
- A statement of

work and the difficulties encountered in applying this approach,

- A review of results, from the relevant points of view (theoretical methodological, empirical ...)
- A critical assessment of work and openness to possible extensions

As for the formal presentation, the report must comply with the following requirements:

- The length generally ranges from 8 to 10 pages excluding annexes (Times new roman, 12 point font, 1.5 spacing)
- Tables and figures should have a title and be numbered
- The cover page must show the names of the University, of the Faculty, the title of the report, the name of the teacher, the name of the student, the period during which the research report was performed.
- Table of contents: it presents a detailed plan of the report with reference to page numbers (bibliography and annexes should be listed). It is possible to put the acknowledgments between the table of contents and the introduction.
- Introduction: it presents the topic of the report (justifying the title) and the method used to treat the subject. In addition, it justifies and exposes the plan used.

- The main text is composed generally of two or three parts, with sub- parts, but there is no absolute rule, the key is to have a plan relevant to the content and to maintain a balance in the size of parts and subparts. –

Conclusion: it summarizes the key points developed in the paper by offering some answers to the questions posed in the introduction. It specifies the limitations of the study and possible deepening. - Bibliography: references are organized by broad categories (sources like internet and other sources should at least be distinguished), ranked in alphabetical order of authors' names (or website). They must be complete, highly accurate, and presented under a unified and systematic format (e.g.: Name, Initial of first name (year), "title", publisher or journal name, place of publication; for websites, indicate the date of last access).

- If necessary, a glossary, a list of abbreviations used and annexes are also included. These are numbered, classified in a logical order (often following the order of the main text, and / or grouped by theme) and paginated. Their goal is not to increase the size of the document; annexes should not consolidate disparate and unnecessary information. They provide additional information on certain points somewhat marginal to the main argument but of interest to some readers. Their

goal is to enable easier reading of the main document by avoiding that the reader loses the thread of the main text with details of little importance for the global understanding.

The report must be written in English.

Citations and references

To make a citation or a reference, it is enough to simply indicate in brackets the name of the author and year (eg (Smith, 2006) or (Smith and Smith, 2006) or (Smith *et al.*, 2006)) in the text, and thus refers to the complete reference to be included in the bibliography.

It is imperative to cite all sources used, either for the figures, text passages, ideas, definitions, classifications, models or analysis tools. It is possible to take verbatim text passages, but only if appropriate (e.g., definition, sentence expressing a central idea for the analysis ...), by ensuring clear evidence (e.g. quotes) and by giving the reference.

Oral presentation

The oral presentation will be conducted in English.

The expected duration of the oral presentation is about 45minutes. The student presents his/her work for about

20/25 min, then the teacher and students provide their comments and ask questions for 10 to 15 minutes. These questions may relate directly to report or in his presentation

Tips for the oral presentation

The presentation can be made according to a different plan than the one used for the essay.

The teacher and students, should be interested in the presentation. The presentation should describe the approach initiated and highlight the main ideas. The student must explain his choice of the topic, any problems encountered and techniques used to arrive at the result, the main conclusions with respect to assumptions. It can also end his/her presentation with a critical eye on his own work (points that needed to be more developed, important omissions identified too late, etc.).

The presentation should be prepared in writing, but should not be read. It is therefore useful to practice before the day of the oral presentation (e.g. rehearsal before one or more persons). This helps to check the length of the presentation, its logic and clarity. The presentation should normally be understandable even to

a non-specialist.

Good oral presentation means:

Being accepted: Start "strong" and demonstrate competence. Draw the attention of listeners.

Being listened to: Enter the logic of the auditors

Being understood: The argument should be clear. It should be a logical progression of the discourse.

Being followed: Clearly stating the outline of the presentation. Remind where you stand in the reasoning, each major step.

Being memorized: The argument should be simple (not simplistic).

Conclude on a strong image for attention at the end.

For the oral presentation, I invite you also to use this kind of tools :

Kahoot quizzes with fun music

<https://kahoot.com/>

Poll Everywhere for quizzes and polls, including word maps

<https://www.polleverywhere.com>

Play Posit for inserting quizzes and assignments into YouTube videos

<https://go.playposit.com/>