ELS 411 Secondary Research Report Format

> Cover Page: Title of the Report

Submitted by: - name, course & section

Submitted to - teacher's name

Date

> Contents Page: showing sections and subsections of the report & page nos.

BODY OF THE REPORT: [Pages should be numbered in sequence]

> Executive Summary: on a separate page, giving a summary of the report and emphasising the main problems found and recommendations for solving them.

> 1. Introduction

> 1.1 Background
> 1.2 Purpose, scope & method

any necessary historical background

the purpose, scope and limitations of the report

the data collection methods

> 2. Information and Analysis
> 2.1/2.2... Sub-headings (as relevant)

research question fully explored

information synthesised from at least 2 sources

presents detail and analysis of relevant facts

> 3. Conclusions
summary of main findings of the research

research question effectively answered

> 4. Recommendations

recommend practical solutions for problems identified in the findings

> Appendices: [headed Appendix 1, 2 etc. each on a separate page]

> List of References

APA format

in alphabetical order

+ PORTFOLIO (to include):

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> Research proposal (draft and final graded copy)

> Research task (draft and final graded copy)

> Outline

> Photocopies of ALL sources used with relevant sections HIGHLIGHTED

> All drafts of report + tutor's feedback