

Contents

The Project Report	1
1. Writing Style.....	1
2. Presentation	1

The Project Report

The quality of your communication skills are addressed in terms of the writing style and presentation quality.

1. Writing Style

- a. Who are you writing for?
- b. A Maintenance guide for a user, requirements for the client etc.
- c. Keep words to a minimum, but explain everything in depth and detail! This means checking that it is all relevant. Yet you will be extremely familiar with the project, yet others will not be.

2. Presentation

- a. Be consistent throughout, that is use full justification (or not), blank gaps between paragraphs or not. Numbering / Bullet system
- b. Use the native styles of Word so that sections are numbered with sub sections.
- c. Keep a statement of the marking criteria at the top of each section in a specific style that can be removed in the final version.
- d. Make sure you have Headers and footers which have school details (Name & Centre number), page number (Page -X-), your name and candidate no. and the date (time?) in the six areas allocated from top left to bottom right.
- e. Citations and references should be the same (either as footnotes or at the end of the document).
- f. Spell-check before printing!
- g. Use accurate illustrations that are not pixelated.
- h. Have a coversheet.
- i. Include a Table of Contents and Bibliography (for books and websites).