



COMSATS Institute of Information Technology

HUM102 Report Writing Skills

Assignment 3 (Project Part A)

Spring 2018

Semester Project

This assignment is part of your semester project. The submission for this assignment will be directly copied in to your semester project. Details for Assignment 3 may be found on Page 3. For now, we provide a brief overview of the Semester Project.

In the semester project, you are expected to make a **full, formal report** and then present it. You are required to select a topic for yourself. Some suggested topics are mentioned in Page 4. You've already seen a spectrum of topics in the lectures as different examples, so you should have a fair idea of topic selection, already.

The topic you select, and the nature of the audience, will decide the type of formal report you will be preparing for. It is preferred that your report be of the **deductive** type, although this is not compulsory. If your report is of deductive type, you will have to conduct a survey, which may include interviews, to collect data, analyze it, discuss the results and give recommendations. However, this requirement is not strict and varies, depending on the type of your report. According to what we have covered the initial lectures, a formal report is of three types viz. **Informational, Analytical** or **Recommendation** report. Your report may be any one of the three. You may consult the lectures first before discussing your proposed topic.

The formatting for your report should be as follows:

- Font style should Times New Roman throughout
- Font size should be 20pt for Title; 16pt for Heading 1; 14pt for Heading 2; 12pt and bold for Heading 3; 12pt and italicized for Heading 4; and 12 pt for all the rest of the text.
- Double line spacing within a paragraph.
- Double line spacing between paragraphs.
- Figures and Tables captioning should be at the bottom with 10pt, center aligned.
- 1" margin on all sides of standard-sized paper (8.5" x 11").
- Align your content with the left margin.
- Page numbers should be included in the footer on the right.
- ½" indent on bullets.
- Follow APA 6th for citing all references.
- All references in **Works Cited** list should have ½" hanging indent

Your formal report will be assessed for the following components:

- Structure of the report
- Language (Grammar, spellings, sentence structure)
- Style (7 C's, appropriate vocabulary)
- Consistent tone of writing according to a determined audience level
- Formatting
- Referencing
- Plagiarism

Further details will be conveyed as we progress.

Groups

You will need to form a group of **3-5 members** and have that communicated to your moderator. Once a group is formed, it cannot be changed. It will be your responsibility to ensure that collaboration occurs among yourselves. Each member of the team will upload the same file on LMS. This includes Assignment 3.

Assignment 03

Syllabus: Lectures 10-16

Total Marks: 15

Start Date: April 9, 2018

Deadline: April 23, 2018

For now, your task is to compose the 'Introduction' section of your report. The length of your document should be 6-10 pages. Do not include a title page and executive summary for now. Follow the formatting for the report mention on Page 1. Maximum marks for this assignment is 15.

The structure of Introduction may be as follows:

- **Introduction**
Introduce the topic briefly.
- **Background Information**
Describe the events leading up to the problem that you are investigating in your report.
- **Statement of the Problem/Purpose**
State the main problem that you will investigate.
- **Significance of the Study**
Tell how would your study help relevant people or how will it add to the existing body of relevant knowledge.
- **Review of Related Literature**
Cite articles, books, authentic webpages or other credible resources to review the existing information on your topic. This should tell the readers what has already been done in your area of research.
- **Methods of the Study**
The mode in which you proceed with your study may be a combination of the following:
 - Explanation and use of data source (both primary and secondary)
 - The basis of your sample selection
 - Any statistical methods that you apply
- **Scope of the Study**
Clarify the boundaries of the report, defining what will be included or excluded.
- **Limitations of the Study**
Mention the shortcomings, and conditions that were beyond your control but influenced your study.
- **Organization**
Preview the major sections of the report to follow, thus providing coherence and transition for the reader.

You may not be able to compose 'Methods of the Study' or 'Limitations' at this stage in their entirety. Don't worry; you can go back to modify these sections after you are done composing the rest of the report.

Suggested List of Topics

- Effects of Social Media on Students' Academic Performance
- Lack of Wi-Fi In the Campus
- Plagiarism and Its Role in Academia
- The Future of Artificial Intelligence
- AI and Unemployment
- Effect of Playing Sports on Students' Performance
- The Impact of Effective Communication Skills on Career Growth
- English as a Tool of Neocolonialism
- Need of Dress Code in Academic Institutions
- Second Life and The Future of Virtual Reality
- Grades as a Measure of Intelligence
- Emotional Intelligence and Personal Growth
- The Impact of Proactivity on Career Growth
- Nepotism: A Growing Practice in Pakistan
- Need of Customer Rights in Pakistan
- The Diminishing Habit of Book Reading Among Students
- The Menace of Electricity Load Shedding in Pakistan
- Brands and Consumer Identity
- The 4th industrial revolution
- Feminism, Then and Now
- The Role of Advertisements in Sustaining Cultural Stereotypes
- Quality of Café Food and Its Effects on Students' Health

Note that title of these topics may need some modification, depending on the type of report you finally wish to write. You can discuss the selection of your topic with your Moderator.

The topic of the project may be changed depending on how you progress. However, it is in your interest to select one topic and stick to it as you will be using already prepared material in the future assignment. Make sure that you think well through the topic.

Marking Scheme

Note: Plagiarized submissions will be rejected.

Content	
1 mark	For inclusion of citations
1 mark	For the use of figures and tables
6 marks	One mark for each heading. Headings may be any 6 of those mentioned on Page 3
3 marks	At most, 3 marks should be awarded for following text in each heading. Deduct marks accordingly if content is not complete, depending on the heading.
1 mark	For overall consistency of tone, depending on type of report
Formatting	
1 mark	For following of report formatting
1 mark	For logical headings
1 mark	For following APA style for citations