Guidelines for Report Writing of AEM 206: Project work (3 Credits)

The course AEM 206: Project work (3 Credits) is compulsory for completing the Post Graduate Diploma in Agricultural Extension Management (PGDAEM). You have to select any topic of your choice with in the purview of the programme for the course AEM 206: Project Work (3 Credits) based on your interest and its utility to your work situation in extension. You should analyze and synthesize various facets on the topic and come out with conclusions and suggestions to utilize the given concept/theme. The project work should approximately of around 50 to 100 pages. You should refer to various field study reports, annual reports, program evaluation reports, observations of experts and other sources relevant to the project. It is essential to follow certain guidelines regarding format, style, reference and other characteristics in writing the report. The following general guidelines have to be used for writing the report on project work.

Format

The format of the report will have the following headings

- Cover sheet
- Title page
- Table of contents
- Abstract
- Introduction
- The body of the report
- Conclusion (and recommendations if applicable)
- References / Bibliography
- Glossary (if needed)
- Appendices

Report checklist

Here are some aspects which may be found in each section of a report and which may be of use in organizing and checking the details in your own reports.

1. Title page

- Title of the project
- Name of the candidate
- Enrollment No.
- Name of the department
- Year of submission

2 Table of contents

- Should be accurate with clear layout
- Should have section numbering along with page numbers
- List of illustrations if applicable

2. Abstract

- The abstract of a report include the following:
- Providing the essence of the report in a few words
- Informative form, or descriptive form
- Impersonal tone
- Connected writing
- Length 150-250 words (for longer reports, 1/2-1 page single-spaced)
- Complete summary of key information

4. Introduction

Introductions to report deal with the following aspects of the text:

a. **Topic or subject matter**: how the report relates to a field, discipline or area of knowledge. This is normally expressed in terms of why the topic is of sufficient importance or significance to deserve detailed coverage in a report.
b. **Purpose**: what is the communicative intention in compiling the report (to describe, explain, examine, review, discuss etc.).
c. **Scope**: which aspects of (a) does the report seek to highlight in fulfilling this purpose; often takes the form of an overview of the organization and structure of the report, ie the focus of the major sections; may mention aspects of the topic which have been intentionally omitted.

- relating topic to wider field
- necessary background information
- purpose of report
- scope of report
- explanation of arrangement of report
- sections

5. Body format

- main headings indicating equal level of importance
- all subheadings relating to section heading
- choice of levels indicating hierarchy of importance
- hierarchy of importance shown by careful and consistent use of features such as capitals, different fonts, underlining, bold, italics
- indenting
- numbering/letter system
- space between sections to enhance readability and layout
- when using charts, statistics and illustrations check for suitability, captions, reference in text and positioning
- acknowledgement of all sources, including material referred to indirectly, direct quotations, copied diagrams, tables, statistics
- ensure a systematic link between references in the text and the reference list and bibliography

6. Expression

- Should be correct with own words
- Should be concise and clear
- Should be formal and factual

7. Content

- Logical development of ideas from one section to another, and within each section
- Citing evidence
- Relevant to the topic selected with in the purview of the PGDAEM
- Should be objective and specific

8. Conclusion(s)

- It should be arising out of the facts and convincing
- There should be a substantial basis for the recommendations

9. Recommendations (if applicable)

- Based on the conclusions
- It should be practical and specific
- well organised, with the most important first

10. List of references

References

The reference list is placed at the end of the report. It is arranged in alphabetical order of authors' surnames and chronologically for each author. The reference list includes only references cited in the text. The author's surname is placed first, immediately followed by the year of publication. The date is often placed in brackets. The title of the publication appears after the date followed by place of publication, then publisher. Use of commas, colons, full stops may be used as indicated below.

Note that the titles of books, journals and other major works appear in italics (or are underlined when handwritten), while the titles of articles and smaller works which are found in larger works are placed in (usually single) quotation marks. The format of reference is given below.

REFERENCES

- Beasley, V. (1964), *Eureka ! or how to be a successful student,* Flinders University , Bedford Park , South Australia .
- Betts, K. and Seitz, A. (1986), *Writing essays in the social sciences,* Melbourne, Thomas Nelson.
- Clanchy, J. and Ballard, B. (1981), *Essay writing for students,* Melbourne, Longman Cheshire.

- Marshall , B.R. (1985), 'Common Writing Problems in Tertiary Education' *Australian Educators Journal,* Vol 7, No.3, pp. 56-64.
- White, R.V. (1979a), *Functional English,* Sunbury-on-Thames, Nelson.
- White, R.V. (1979b), *English for Academic Purposes*, Sunbury-on-Thames, Nelson.

11. Glossary (if included)

- Should be arranged alphabetically

12. Appendix (appendices)

- Should be placed at end of a report if included
- Should be arranged in the order referred to in the report