

Project Report Book



This guide is to help students create a project report that adheres to the given requirements:

- 1. Title Page:** Include the title of your project, your name, the date, and any other necessary details.
- 2. Table of Contents:** Provide a clear and comprehensive list of sections and subsections in your report with corresponding page numbers.
- 3. Abstract/Executive Summary:** Write a concise summary of your project, including the objectives, methods, major findings, and conclusions. Keep it within one page.
- 4. Introduction:** Introduce your project and its background. Clearly state the problem or research question you aimed to address.
- 5. Literature Review:** Summarise the relevant literature and studies that support your project. Provide context and establish the significance of your work.
- 6. Methodology:** Briefly describe the experimental design, measurements, and data collection methods. Refer to the appendix for the detailed procedures.
- 7. Results:** Present the key results of your project, highlighting the most important findings. Use tables, graphs, or charts to illustrate your data.
- 8. Discussion:** Interpret your results and discuss their implications. Analyse any patterns, trends, or discrepancies. Compare your findings with previous studies and explain any inconsistencies.
- 9. Conclusion:** Summarise your project and its outcomes. Emphasize the significance of your findings and their potential impact. Discuss any limitations or areas for further research.
- 10. References:** Cite all the sources you referred to in your report using a standardized referencing style (e.g., APA, MLA).
- 11. Appendices:** Include detailed information that supports your project, such as the full experimental methods, measurements, or calculations. Place surveys or questionnaires in the appendix as well.

Ensure that the main body of your report, excluding the appendices, does not exceed 50 pages. Use clear and concise language, proper formatting, and appropriate headings and subheadings to enhance readability.

Remember to proofread your report for clarity, coherence, and adherence to the given guidelines. Pay attention to grammar, spelling, and punctuation.

Please print two copies of the report and bring them with you to the exhibition, the round 1 judge will take one copy away and it will not be returned to you until Saturday.

