

## Guidelines to Preparing Your Final Project (Written Report or Presentation)

### A. Writing the Final Report

#### Style and Presentation Suggestions:

- **Be concise.** Find the best possible words to say what you mean. Do not use a sentence when one word will do.
- **Be organized.** Have all the necessary information gathered before you begin. Present it in order and arrange it in such a way that it will help the reader understand your point of view, follow your logic and facts, and reach a conclusion. Begin writing only when you have all the facts and information you need.
- **Be logical.** Say what you are going to do and do it. Support what you have done and conclude. **Be accurate and complete.** Be certain you have verified your figures, information and facts, that names are spelled correctly and that your information is all there. Giving incomplete information is as serious as being inaccurate.
- **Be consistent.** Get right to the point and do not allow yourself or the reader to wander off in different directions. Your style, subject and method of presentation should be consistent, as well as your use of tense, person and format.
- **Be professional.** The report should be neat, typed with margins and adequate spacing. It should be carefully set up, with supporting graphs, illustrations, footnotes where required and a bibliography if reference sources have been used.
- **Be readable.** Avoid jargon, technical slang or acronyms. Be interesting.
- **Be careful.** Check spelling and punctuation. Have another person proof read for you.

#### Format:

There are two types of formats; one for your first work term (Co-op Work Term I), and one for all other work terms your complete (Co-op Work Terms II – VI). **You must choose one of these formats; 8 – 12 pages in length.**

#### Report format for Co-op Work Term I (and/or any 4-month work term):

1. The Preliminaries
  - Title Page
  - Table of Contents
  - List of Tables and Illustrations (if included)
2. Introduction of the employment situation, its organization and mandate
3. A comprehensive description of your job, responsibilities and learning objectives
4. Demonstrate acquisition of learning. This will include observations and relationships from theory to practical and vice versa. For example, specific skills or competencies that may include:
  - Research
  - Programs
  - Lab Techniques
  - Problem Solving
  - Identification and Analysis

- Relation to theories/knowledge/concepts Integration of the job experience and learning into academic, personal, long time career goals
- A self-evaluation of your performance (strengths, areas to develop etc.)
- Examples from the work experience, including projects and techniques
- Skills/knowledge, should be included. See Developing the Final Work Report.

**Report format for Co-op Work Terms II – VI (and/or any 8 – 16 month work term):**

You must write a Final Report in the following format if you are on a work term that is running 8 to 16-months in length. You may choose to do one report for each work term, or one report covering the entire length of the placement. *For details on these sections, see information following this list.*

1. The Preliminaries
  - Title Page
  - Summary (i.e. Abstract or Executive Summary)
  - Table of Contents
  - List of Tables and Illustrations
2. The Main Body
  - Introduction
  - Text
  - Conclusions
  - Recommendations
3. Reference Material
  - Appendix of Appendices
  - Bibliography
  - Sample of your published material, photographs, projects etc.

**Information on these sections in more detail:**

The Preliminaries:

1. The Summary/Abstract/Executive Summary is a concise, 1-2 page *summary* of the background (may include names of committees, departments, or persons who authorized the project and why) and objectives of the project/study, as well as the approach taken and conclusions (what was the outcome?).
2. The Table of Contents sets forth the major divisions and subdivisions with their titles and page numbers. The Table of Contents itself is not listed.
3. The List of Table and Illustrations includes all tables and illustrations with their individual numbers, titles, and page numbers. Use the same format as the Table of Contents. Reference to each table and illustration must be made in the text of the report, so do not include data that are not to be discussed. Note that illustrations, tables, and other supporting material not critical to the text presentations are placed in the Appendices and as such do not appear in the List of Tables and Illustrations.

The Main Body:

1. The Introduction is important to the reader because it presents the background by explaining the reasons for the report, your approach and the main objectives of the report.

- It is important also to you because it keeps you on course. One common fault in report writing is the tendency to wander off the topic and thus include irrelevant information.
2. The Text should deal with a specific topic and be analytical. The report is not a survey of general impressions, nor is it a report on other literature. Selecting the subject of the text is often difficult, as most work term jobs involve either an assigned project or day-to-day involvement in the functions of an office, laboratory, journal contributions, etc. If you have been assigned to a project or have a report to submit to your employer, this should probably form the subject of the report. Otherwise, select one aspect of the job or technique and treat it in detail. For example, a particular procedure could be compared with other possible methods which could achieve similar or perhaps better results. Or, you could demonstrate the relationship between a function you perform and the overall process in which your employer is engaged. *Assume that the reader has no detailed knowledge of the subject matter in the report or of the detailed vocabulary associated with the subject. While writing, constantly keep the reader in mind and not yourself or your immediate supervisor.*
  3. The Conclusions (see "The Recommendations" below).
  4. The Recommendations and the Conclusions are important because they provide an opportunity to make your personal contribution to the report, particularly in the Recommendations. Keep them separate, since one applies to the present and the other to the future. For easy assimilation by the reader, they should be listed in point form. Remember that the Conclusions and the Recommendations must relate to the objectives outlined in the Introduction.

#### Reference Material:

1. The Appendix or Appendices are used to provide the reader with additional supporting information that elaborates on the main text but is not essential to the principal theme of the report. For example, calculations, descriptions of manufacturing processes, features, or material you have written while on the job, photography illustrations, tables and other data that supplement the report but do not form an essential part of the report should be placed in the Appendix. Identify the Appendices by numbers or letters, assigning one Appendix to each group of common data. Any information appearing in an Appendix must be so referenced in the main text. The reader will not read an Appendix unless directed to it.
2. The Bibliography lists all the published and printed information that was read during your information gathering activities and that bears on the report. Show reference by author, title or journal, publisher (if it's a book) and date published.
3. Online references should include web address and date accessed.

## **B. How to Prepare a Presentation**

- Select the general purpose of the presentation, in this case, to inform.
- Identify the specific objective of the presentation. This will form the “Thesis” statement for your introduction.
- Analyze and adapt to the audience. This will be part of the information you gather when you establish the circumstances surrounding your presentation.
- Research the topic. This will be done in the workplace.
- Select an appropriate format and organize your main ideas and details accordingly.
- Reinforce the main ideas with supporting details and data. For example, stories statistics, facts and quotes.
- Write the conclusion, introduction and presentation notes.

### **Prior to developing your presentation, you may want to consider the following**

- **Who will you be speaking to?**  
(Fellow and perspective Co-op students, faculty and placement supervisors)  
Are they visitors, colleagues or friends? How well do you know the audience? Will you be comfortable with the group?
- **How much will they know about your subject?**  
(Presume little to no knowledge since there will be students from all majors)  
You do not want to bore your audience by repeating unnecessary details. Try to determine how much they know about your topic.
- **How long will you speak?**  
(8 minutes maximum)  
Will you be able to provide much detailed information or just touch on the highlights?
- **Where will the presentation take place?**  
(Career Resource Centre Boardroom, holds about 20 people)  
Will you be speaking in a conference, class room, or in a work area? What equipment will be available for your presentation? (You will have access to a laptop, data projector, the internet, and overhead projector)

### **Possible Topics (in random order)**

- The main purpose of your department.
- The training provided by the company when you started your Co-op Work Term.
- A brief history of the company.
- How you enjoyed your job.
- The company’s products, services, and activities.
- The benefits of Co-op Education.
- The major projects you worked on.
- The corporate culture.
- Comparison to other work terms, if applicable.
- The skills from your program which you used on the job.
- The things you have learned on the job that you will take back to your academic institution.
- The types of equipment or machines you operated.

At the end of your presentation, you will be required to submit the following to your Co-op Coordinator:

**Presentation Outline**

**Title**

1. Objective
2. Introduction
3. Structure
  - a. Key Points (in order of presentation)
  - b. Reinforcement (supporting data evidence, details etc.)
4. Conclusion
5. Questions

OR

**Speaker's Notes (which should include the above categories)**

**The criteria for evaluation will be:**

**Content**

- Audience Analysis
- Was the topic appropriate for this audience?
- Did the topic stimulate feedback?

**Organization**

- Did the introduction create interest?
- Did the body reflect careful structure and direction?
- Was the conclusion memorable and did it summarize the content?
- Were the supporting details:
  - Current and reliable
  - Related to the topic
  - Research oriented

**Language**

- Was the level of diction appropriate?
- Was the syntax good?
- Was the grammar correct?
- Was vitality evident in the choice of language, active verbs, precise adjectives etc.?

In addition to being evaluated on the content of your presentation you will also be assessed on your delivery style. The evaluation of the content of your presentation will be based on how well you developed your presentation.