

BBS (4TH YEAR) PROJECT REPORT WRITING

Format of the Main Body of Project Work Report

A project work report shall have the following three chapters.

Chapter 1 - Introduction: background; profile of the organization, events, activities, etc; objectives of the study; rationale; method of the study; review of literature; limitations of the study.

Chapter 2 - Results and Analysis: presentation of results and findings of project work.

Chapter 3 – Summary and Conclusion – a brief summary of the report, and conclusion based on the findings of the report.

Bibliography: includes all sources used in the study, using APA-6 format for citation. Student should search and list out at least 15 references.

Appendices: Include material too detailed or lengthy for inclusion in the body of the study (e.g., questionnaires, maps, photos, and letters of permission). Each appendix shall have to be labeled *alphabetically*.

Length of the Project Report: The length of the Project Report will be around 8,000 to 10,000 words (approximately 30 – 35 pages). The length is exclusive of the materials included in the preliminary section and appendixes.

Specimen only: Either choose table or chart for presentation of data
Tables

Data can be presented in tables. APA-6 format should be followed to present a table as shown below:

Table 1

Error Rates of Older and Younger Groups

Note: Either choose table or graph for presenting your findings.

Table 1

Error Rates of Older and Younger Groups

Level of Difficulty	<u>Mean error rate</u>		<u>Standard deviation</u>		<u>Sample size</u>	
	Younger	Older	Younger	Older	Younger	Older
Low	.05	.14	.08	.15	12	18
Moderate	.05	.17	.07	.15	15	12
High	.11	.26	.10	.21	16	14

Note. From “Generations,” by L.G. Elias and C.C. Bent, 2002, *Journal of Geriatric Care*, 5, p. 22.

Figures

Data may also be presented in the diagram, charts, graphs, photographs and drawings (Figures).

According to APA -6 format, a diagram is presented as follows:

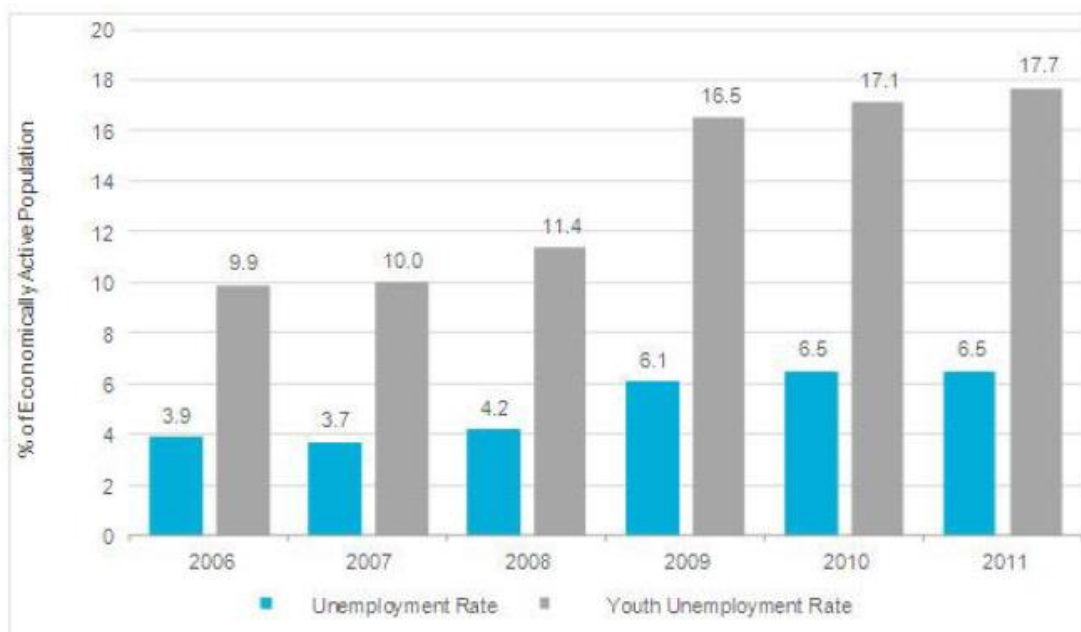


Figure 1. Youth unemployment rate vs. total unemployment rate: 2006-2011. Youth unemployment rate refers to the unemployed population aged 15-24 years old.

Note: Either choose table or graph for presenting your findings.