

WRITING AND PRESENTING THE RESEARCH TERM-PAPER

THE ASSIGNMENT

The Task.

- The task includes the subject content that you should be researching; the surrounding issues/problems/case study that you should be focusing on; and the Command Verb. The case study identifies a specific context and environment in which the task is set. For example, you are a manager in an organization; or you're asked to make a presentation to a group of RN students.
- Ensure that you fully understand what the task is asking before proceeding. The assignment may require multiple foci and you **MUST** correctly address ALL subjects and issues requiring addressing, to earn the Pass Grade.

Example: **P1. Describe the different types of business systems and explain how they can lead to sustainability in an organization.**

There is a **varied key focus** in this one task, and ALL are required to be addressed to meet the assessment criteria:

- 1) **Describe** the various **types of business systems**.
- 2) **Explain** how each of the **business systems** identified can **contribute to sustainability in an organization**.
- 3) Explain how the use of each of these business systems will help **a specific organization** to be sustainable (e.g. TESCO or a given firm that in the assignment).

ORAL ASSIGNMENTS

- Ensure that your delivery directly addresses the task and case study. You must be comfortable with the subject topic and should not be reading from a script but instead, be discussing the issues that are on your slides. If the Marker determines that you are regurgitating rather than demonstrating substantive discourse, you will not be awarded a passing grade, irrespective of how well you are reading the answers. Presentations are not intended as reading exercises.
- Your slides should not be crowded with information but should have bullet points with the answers for the tasks. Use Size 28 for the headers and size 16 font for the body. Ensure your slide is professionally presented.

All the contents presenting on the slides must have in-text referencing. Plagiarism is not acceptable in any academic discourse: written or oral.

WRITTEN ASSIGNMENTS: THE FOUR SECTION RESEARCH ESSAY/REPORT

Written reports and essays must be done in four sections: Section 1: Introduction, Section 2: Research Findings, Section 3: Discussion Of Research Findings, And Section 4: Conclusion. Any other format is unacceptable.

Introduction.

- Use the introduction to say what the task is and what is required of you. Include your role in fulfilling the instructions in the case study. Effective introductions usually briefly define the key terms in the tasks.

Section 2: Research Findings is suggesting that you have defined a researchable question, conducted the research, and are producing the answers from different sources, e.g., textbook, website article, journal, or a company's webpage.

- Example of the research question. If the task is: P1, explain the role and responsibilities of Human Resource Management. Your research question keys are: *what are the roles/functions of human resource management?* AND *what are the responsibilities of human resource management?*
- Your research findings MUST be directly answering the research question in the task. Imagine someone is asking you a question about a phone. You are required to answer regarding the same. Any other response about another device that does not support the question asked about the phone is unintelligible and unrelated. You must research the correct subject for the answers to be relevant to the task.
- Section 2: Research Findings. Research is not personal opinions on a topic/subject, but as the term research suggests, you are required to conduct research and provide the findings from the sources that you studied.
- Findings are the information from the sources you researched. Thus, your research findings MUST be referenced in-text. If you fail to reference the sources, you are claiming the information as your ideas and this is untrue and considered lying and cheating.
- In-text referencing is required. You should always paraphrase the information, then put the name of the writer, and the year the book or article is published. If not, this is stealing/plagiarism, and plagiarism is a fail grade.
- The usual number of research findings in a 500 – 750-word paper is 4-6 unless there are otherwise instructions on the term-paper. Each answer in the research findings section MUST be from a different source.
- We recommend that you submit the answer in section 2 in a short form. That is, do not discuss. You can list the number of findings. Do not present research findings from the same source in different number groups. Collate all answers from the same source in the same number list.
- All information provided in the research findings must be paraphrased/summarized (in your own words and not copied from the source). If not, this is stealing/plagiarism, and plagiarism is a fail grade. Avoid directly quoting.

Section 3: Discussion Of The Research Findings

- The findings that you injected in Section 2: Research Findings, are what are to be discussed in section 3.
- You must correctly apply the command verb to the discussion, e.g. **explain** means to give the purpose of; **analyze** is to break down the information in details, make a discovery, interpret the data, and produce the explanation. To **critically analyze** means to look at different sides of the argument, e.g. pros and cons or benefits; limitations and strengths; or opportunities and threats etc.
- In the discussion, you will appropriately match the research findings to the issues and problems in the case study. The Case Study is an essential part of the task. The use of the case study is to enable you to apply the theory and content knowledge to situations in a real context. You will assess and solve problems to show that you can use the content knowledge and your experience in a constructive way.
- Minimize writing and grammar errors by editing your work more than once. Your writing must be at the college level. Download and use Grammarly.com to integrate into Microsoft Word and edit your work.
- Reference all your findings. **Do not place your in-text reference only at the end of a paragraph.** Place it at the start of each sentence or the end of the short sentence to clearly show who is the source of each information presenting.

Section 4: Conclusion

No new information should be produced in this section, and no citation is mandated. The conclusion is a significant and essential part of the work. Use the conclusion for summarising the issues, primary findings, and for presenting the result/outcome of the assignment. The conclusion can be three sentences in a 1 ½ page assignment.

Section 5: Recommendations

- Add this section only if the task or case study instructs you to make recommendations.
- Recommendations are a list of constructive actions that you're suggesting to fix the issues you studied. No in-text referencing is necessary as these suggestions are your evaluation of the problem, research finding and discussion.

LIST OF REFERENCES

- Add all the sources that you referenced in the text in this list of references.
- Place the references in alphabetical order.
- Use www.citethisforme.com to create both the in-text and end-of-text references.

SAVE YOURSELF MONEY AND TIME WHEN YOU PASS THE UNIT THE FIRST TIME.

Take a few minutes to review the instruction that explains (with examples) the frequency that you are to cite in a paragraph. This material is not in the earlier handout and as such is critical for you to review now using this link: <http://rasmussen.libanswers.com/faq/32328>

YOU SHOULD FOLLOW ALL ADDITION INSTRUCTIONS:

- **Assignment Cover:** Fully complete the Assignment Cover Page and use the same as the front sheet/cover of your assignment. Remember to sign the cover page.
- **Sub-Topics/Topics:** You MUST use the headers same as given, e.g. P1 and P2. Do not reword them from the original.
- **Page Numbers:** Number the pages throughout the work. Font Style is Arial & Font Size is 11, AND Line Spacing is 1 & Paragraph Spacing is 2
- **Minimum Words Requirements:** the instructions are usually included with the assignment. You may exceed the word requirements by no more than 10%.

FAILING IS NOT AN OPTION. HERE ARE THE ONLY WAYS TO FAIL A UNIT AT COLBOURNE COLLEGE:

- Not doing all the tasks identified as 'P',
- Submitting direct words from the text, website and other sources into your work and failing to paraphrase and failing to cite the sources in-text – which is plagiarising. Avoid direct quoting - this is not considered your work.
- Failing to include all the sources cited in your work in the end-of-text reference list.
- Not covering your share of the work assigned to you by the project team.
- Not attending or fully participating in oral presentations.
- Submitting work after the late deadline.
- Sending assignments after the submission deadline without paying the late fees.