1020QBT - Academic and Professional Skills Development for Science and Technology	
Assessment 3, Report Writing	
Learning Objectives	1, 2, 3 and 4
Weighting	45% (including the planning stage submitted in Week 10)
Task Overview	This task is designed so you can demonstrate your ability to prepare and write a report that **develops an argument.** **Students are required to show several drafts to their teacher to demonstrate their ability to revise and edit their report.** When submitting this assignment, you will present **1,200-word report style analysis of five (5) research papers** that respond to the question below. **Your analysis will answer a particular question based on your discipline area.** Each question has been designed to relate specifically to your discipline area. **Report topics** Twenty-first century employees will be entering their chosen career fields with the understanding that industry change is likely to be ongoing due to economic, social and technological changes on a global scale. Employees may find they need to prepare for 'job clusters' rather than one particular type of job. Choose 1 – 2 career interest areas that you can research and explore, indicate how these areas may be impacted by ongoing industry and technology change and suggest ways that universities can help students to be well prepared as they seek careers as graduates. **Report Topic** **Engineering** **Write a report for the university sector which achieves the following:** **1. Describe a technology that is emerging or has recently become commercially available in the Engineering field.** **2. Discuss the impact that this new technology might have on future job skills required by Engineering university graduates.** **3. Make recommendations to the university sector about how Engineering students can be best prepared to have job ready skills for an industry dominated by new technologies.**

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Information Technology

Write a report for the university sector which achieves the following:

1. Describe a technology that is emerging or has recently become commercially available in the Information Technology field.

2. Discuss the impact that this new technology might have on future job skills required by IT university graduates.

3. Make recommendations to the university sector about how IT students can be best prepared to have job ready skills for an industry dominated by new technologies.

Science / Health Science

Write a report for the university sector which achieves the following:

1. Describe a technology that is emerging or has recently become commercially available in Science fields.

2. Discuss the impact that this new technology might have on future job skills required by Science university graduates.

3. Make recommendations to the university sector about how Science students can be best prepared to have job ready skills for an industry dominated by new technologies.

Report Structure and Presentation Requirements	Your report should be structured with Preliminary (Front Matter), Report Text (Body of the Report) and, End Matter. You are also expected to accurately reference your response using the APA referencing style or IEEE referencing style if you are an Engineering or IT student. Your lecturer/tutor will provide you with guidance around writing your report. However, you should keep in mind the following: • Your response must be written using **full paragraphs** which include referenced support from the literature. • The Preliminary Matter must have a **Title Page, Table of Contents, and, Executive Summary.** • The Report Text must have a clear **introduction with background information, Findings and Discussion, and Conclusion and**

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	Recommendations.
	• The End Matter must have any necessary **Appendices, Glossary and a Reference List.**
	• Your Report must accurately use the **APA 6th edition referencing style or IEEE referencing style.**
	• You must **show your knowledge of the topic** area **as it is discussed in the literature**.
	• Your Report must be written in a **formal academic style.**
	• You need to undertake **Secondary Research** only for the report.

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Dimensions of the report	Excellent	Very good	Good	Satisfactory	Unsatisfactory
Report Planning and Drafting	- report plan provides clear and specific points directly relevant to the topic (to establish the argument) - all sections are complete and show development of ideas - source material cited is selective - drafting and editing evident	- report plan provides clear points directly relevant to the topic (to establish the argument) - all sections are complete and show development of ideas - source material cited is selective - drafting and editing evident	- report plan provides points directly relevant to the topic (to establish the argument) - most sections are complete and show some development of ideas - source material cited is relevant - some drafting and editing evident	- report plan provides points related to the topic (to establish the argument) - most sections are complete and show basic development of ideas - source material cited is sound - drafting and editing attempted	- report plan provides points that show minimal / no relation to the topic most sections are incomplete and show little development of ideas - source material provided is scant / not provided - little *or* no attempt to draft and edit
	9 - 10	7.5 – 8.5	6.5 - 7	5 - 6	0 – 4.5
Report Structure **Preliminary (Front) Matter** **Title Page** **Table of Contents** **Executive Summary**	- visually appealing; effective title and excellent use of font/headings/colour/images; includes all necessary details. No errors or omissions - highly accurate formatting and numbering system, all relevant sections listed, accurate page numbering - succinct summary, purpose stated; scope accurately discussed; methodology fully explained; main findings outlined; recommendations included.	- visually appealing; appropriate title and use of font/headings/colour/images; includes all necessary details; No *or* only very minor errors or omissions - accurate formatting and numbering system, all relevant sections listed, accurate page numbering - mostly succinct summary, purpose stated; scope well discussed; methodology explained; main findings outlined; recommendations included.	- adequate visual appeal; appropriate title and use of font/headings/colour/images; includes all relevant details. No *or* only minor errors or omissions - appropriate formatting and numbering system, some sections listed, page numbering mostly accurate - clear summary, purpose stated; scope discussed; methodology evident but not fully explained; main findings and recommendations included.	- title provided and some consideration of font/ headings/colour/images; includes most relevant details. Some minor errors or omissions - adequate formatting and numbering system, some sections listed, page numbering evident, some inconsistencies - adequate summary, purpose, and scope evident with some omissions; methodology somewhat explained; main findings mentioned and recommendations mentioned.	- title inappropriate *or* lacking detail / relevance, no use *or* inadequate use of relevant details - inaccurate formatting and numbering system, not all sections listed, no *or* inaccurate page numbering - summary, purpose, scope, methodology, main findings and recommendations not included *or* not explained adequately *or* inadequately attempted.

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Report Body (Text) Introduction with Background and Outline	- states specific purpose of the report and describes the scope; provides highly effective background material - effective definitions of key terms, provides a clear outline of the report.	- begins with a clear statement of the purpose and scope; provides well-considered background material - very good definitions of key terms, provides a clear outline of the report.	- begins with acknowledgement of the purpose and scope; provides well-selected background material - key terms defined, provides an outline of the report.	- begins with some indication of the purpose and scope; provides some background material - some or unclear definitions of key terms, attempts outline of the report.	- limited or no indication of the general topic; provides no or inadequate background material - no or inaccurate definitions of key terms, no or uneven report outline provided.
Headings and paragraph order	- highly effective headings and sub headings; highly logical paragraph progression.	- effective headings and sub headings; logical paragraph progression.	- adequate headings and sub headings; logical paragraph progression.	- generally adequate headings and sub headings; generally logical paragraph progression.	- inaccurate or no headings and sub headings; uneven paragraph progression.
End Matter Conclusion and Recommendations	- conclusion relates directly to the aims of investigation; succinctly summarises the key information and restates major findings - clear and specific recommendations; thoroughly considered limitations and assumptions; sophisticated and highly relevant examples from the literature used to fully justify and support recommendations.	- conclusion mostly relates to aims of the report, clearly summarises key information and major findings - relevant and specific recommendations; considered limitations and assumptions; highly relevant examples from the literature used to justify and support recommendations.	- conclusion relates to the aims of the report, mostly summarises key information and restates major findings - relevant and specific recommendations; mostly accurate and adequately considered limitations and assumptions; examples from the literature adequately used to justify and support recommendations.	- conclusion is generally clear; gives a basic or partial summary of the key information and attempts to restate major findings - mostly relevant and clear recommendations; somewhat considered limitations and assumptions evident but maybe inaccurate at times; examples from the literature are used to justify and support recommendations but may be uneven.	- conclusion gives an inadequate summary of the aims and key information, little or no attempt to restate major findings - unclear or inadequate recommendations; poorly considered limitations and assumptions; inappropriate or no examples from the literature used to justify and support the recommendations or no recommendations evident.
Reference List	- reference list contains all sources cited in the report and no others - fully accurate in all respects including formatting and presentation.	- reference list contains all sources cited in the report and no others - alphabetical, and all fields are provided with few formatting and presentation errors.	- reference list contains all sources cited in the report and no others - alphabetical, on a separate page, most fields provided with some minor errors in formatting or presentation.	- an omission is evident _or_ source/s not cited in text is present; - alphabetical and on a separate page with minor errors in formatting or presentation.	- reference list is omitted or incomplete - major or frequent errors in content, style, formatting and presentation.

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	13.5 - 15	11.5 - 13	9.5 - 11	7.5 – 9	7 – 0
Dimensions of the report	Excellent	Very good	Good	Satisfactory	Unsatisfactory
Report Content **Sources and use of literature**	- used the required number of sources; selected a diverse range of relevant and reliable sources	- used the required number of sources; selected a range of relevant and reliable sources	- used the required number of sources; selected a range of relevant and reliable sources	- used the required number of sources; selected a range of relevant sources	- fewer than 5 sources used *or* sources are not relevant
Evidence of working across the literature	- used the literature exceptionally well to outline the scope of the topic.	- used the literature well to outline the scope of the topic.	- used the literature adequately to outline the scope of the topic.	- used the literature soundly to outline the scope of the topic.	- used the literature unevenly to outline the scope of the topic *or* was unable to demonstrate control over use of the literature.
Quality of report	- addressed all parts of the report topic capably; response is unified and convincing; recommendations fit well with the report content - language use is clear and appropriate to the report writing genre.	- addressed all parts of the report topic, with most aspects addressed capably; recommendations fit with the report content - language use is clear and appropriate to the report writing genre.	- addressed in some way all parts of the report question; response is mainly unified; recommendations are appropriate - language use is mostly clear and mostly appropriate to the report writing genre.	- addressed most of the parts of the report topic, may lack unity; recommendations are generally appropriate - language use is generally clear and generally appropriate to the report writing genre.	- addressed the report topic in a broad manner *or* only addressed some aspects; recommendations do not flow appropriately from the report content - language use is uneven *or* impedes meaning *or* is not appropriate to the report writing genre.
	9 - 10	7.5 – 8.5	6.5 - 7	5 - 6	0 – 4.5

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Dimensions of the report	Excellent	Very good	Good	Satisfactory	Unsatisfactory
Technical Skills **Paraphrasing**	- paraphrases effectively transform original text while conveying original meaning -a discerning selection of paraphrases to support purpose very well	- paraphrases effectively transform original text while conveying original meaning -selected suitable paraphrases to effectively support purpose	- most paraphrases adequately transform original text and original meaning retained -selected paraphrases to support purpose	- some paraphrases adequately transform original text and original meaning mostly retained	- has few or no adequate paraphrases _or_ original meaning is lost
Quoting	- quotations are discerning selected for impact and correctly formatted and cited.	- quotations are well selected, correctly formatted and cited.	- has adequately chosen quotations which are formatted correctly and cited correctly.	- quotations have minor formatting or punctuation errors; citation provided	- irrelevant quotation or misquoted _or_ quotation marks
Citations	- all citations accurate	-only minor errors in complex citations (e.g. secondary or missing page number)	- highly accurate simple citations	- some citation details omitted (e.g. year or page) or initials present	- no citations or numerous minor _or_ major errors
Paragraph coherence	- paragraphs have a high level of coherence	- paragraphs are coherent.	- paragraphs mostly show coherence	- paragraphs show general coherence	- paragraphs lack coherence _and /or_ are fragmented
Language use (language is representative of the student's usual level of English communication)	- is very well written in terms language use. evidence that explicit and implicit meaning in the literature has been well understood	- is well written in terms of English language use. - evidence that explicit and some implicit meaning in the literature has been understood	- shows some good English language use - evidence that the literature has been understood	- shows sufficient command of English language use - evidence that the literature has been adequately understood	- English language use and sentence construction impede understanding. - evidence literature has not been adequately understood
	9 - 10	**7.5 – 8.5**	**6.5 - 7**	**5 - 6**	**0 – 4.5**

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Result Summary

Report Planning and Drafting	_____/10
Report Structure	_____/15
Report Content	_____/10
Technical Skills	_____/10
TOTAL	_____/45