

THE FORMAT OF THE RESEARCH PROJECT REPORT OUTCOME

Front page (template provided by teacher)

- SACE number
- Research project topic
- 1 page

List of Contents (1 page)

1. **Introduction**

- brief background statement about topic and why chosen
- Research Topic stated
- Focussing questions for the research
- Capability focus of research
- use numbering system of 1.1, 1.2
- 1 page

2. **Research method**

- description of key secondary sources used (2.1)
- outline of primary data collection (who, how, when) (2.2)
- summary of interview questions and/or survey questions
- reference to the Attachments containing interview questions, surveys and findings (summary of interviews and graphs of survey results)
- 1 page max

3. **Analysis of focus questions**

- paragraph with heading for each focus question
- use numbering system of 3.1, 3.2, 3.3 etc
- reference to any supporting primary and secondary sources)
- 3 pages max

4. **Conclusion**

- summarise analysis in relation to research topic
- limitations to research
- what you have learnt (capabilities)
- possible futures
- recommendations / social action suggested
- your view on success of research
- 1–1.5 pages

5. **Bibliography**

- Harvard System
- 1 page

***** Possible Attachments:**

- Complete interviews and survey
- Findings (interview summaries and data representation (graphs) that document the major findings) max 3 pages (use Folio pages)
- Key secondary resources used – max 3 pages (used Folio pages)

**** Make sure you use footnotes (using Harvard System) referencing sources throughout your report *****

***** In regards to page recommendations, remember there is a word limit of 1500 words! *****