

Chapter Nine

WRITING ASSIGNMENTS/ RESEARCH REPORT AND DOCUMENTATION

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In physical and health Education, Students write either individual or group assignments. It must be pointed out here that even project writing is included in what constitute assignment writing since almost the same structure is followed only with a little difference. Whether one is writing either assignment to be submitted for continuous assessment in a particular course in the subject or researching on a topic/title so approved by the project supervisor, certain basic things to make the work acceptable must be noted which include the following.

1. There must be clarity of language in which simple words and short sentences are used.
2. Accuracy in grammatical expression in which spelling errors are avoided. Obviously any errors in your report can never be shifted to any typist, so take time to do your proof reading.
3. The opening sentence and paragraph of your writing assignment and/or/report should reflect the content of the text of the assignment/report or the paragraph in question. It is necessary that you make the first paragraph a focal point to all that there is in the write- up or report.
4. Ensure a logical organization of the contents of the write up or report using only one idea in each paragraph. A paragraph cannot be just a single sentence.
5. Avoid the use of personal pronouns such as 'I', 'me', 'our' and so on.
6. There is no specific rule about the length of your project report since it depends on the major variables in the topic. It should be long enough to ensure adequate presentation; but do not make it

- artificially long by padding or including irrelevant materials.
7. Citations/quotations should be acknowledged by inserting authors or author name(s) and date(s). We mostly use the American psychological Association (APA) style of referencing, as quotations of fewer than 40 words, should be paraphrased. When the quotation is 40 words or more, then present in a double spaced block of type written lines with no quotation marks. Do not single-space within a space before and after each period.
 8. In case of project report, tense must be written in the past.
 9. Numbers of figures should not begin a sentence rather the value should be written in words
 10. fractions and numbers under one hundred should be written in words, but may be used to represent percentage (e.g. 4 should be four-half).
 11. Percentage may be written with Arabic numerals except where it begins a sentence. Note that per cent are two words used the percentage symbols in brackets.
 12. In project report, you require only three levels of headings for this report. The levels of headings are:
 13. Centered uppercase heading are known as level 5 e.g. all chapter headings are written using level 5 for example,

CHAPTER ONE

Note that it is centered and written in capital letters and is to be highlighted. When a centered uppercase and lowercase are used, this is level 1 and 2 e.g. all chapter titles. Take for example; chapter one title is to be written thus:

Introduction

Note: that it is centered and the first letter is capitalized while other letters are written in small letters with no period at the end but underlined. In case one is using computer, instead of you underlining it, you should highlight.

When a heading is flushed to the left, underlined using uppercase and lowercase, it is called level 3. An example of a level 3 heading is background to the study or of the study, it written thus:

Background of the Study

Note that any word with more than three letters, the first letter is capitalized while the rest are in small letters. Again, you may wish to note that all words with less than four letters are written in small letters. When you are using computer, instead of underlining you can highlight.

Indented, underlined, lowercase paragraph heading ending with a period is known as level 4. This is normally used when a level 3 heading has a sub-set. Take for example, when testing for the instrument for data collection of an instrument, two things are sub-setted to it. That is, validity of the instrument and reliability of the instrument these are indented and written thus:

- Validity of the instrument
- Reliability of the instrument, and are then highlighted.

FORMAT FOR WRITING A PROJECT REPORT

Preliminary pages

Title page

Approval pages

Dedication

Acknowledgements

Table of contents

List of tables

List of figures

Abstract

CHAPTER ONE:

Introduction

Background of the study

Statement of the problem

Purpose of the study

Significance of the study

Research Questions

Scope of the study

Hypothesis Basic Assumptions.

CHAPTER TWO :

Review of related literature

Presented under 3-5 sub-headings.

CHAPTER THREE:

Methodology

Research Design

Population

Sample and Sampling Technique

Instrument for Data collection

Validity of the instrument

Reliability of the instrument

Method of data collection

Pilot study

Method of data analysis

CHAPTER FOUR:

Results and discussions

Presentation of findings

Summary of findings

Discussion

CHAPTER FIVE:

Summary, conclusions and Recommendations.

Summary of the study

Conclusions

Recommendations

Limitations of the study

Suggestions for further Research/Study

References: using APA style of referencing

Note that preliminary pages are numbered in roman numerals. Acknowledgements should mention only those that have contributed in one way or the other for the successful completion of your work. So do not convert it to a catalogue of friends. It should be specific on the role of the person. The abstract

should not be more than two pages but should touch on major aspects of the work.

DOCUMENTATION

When one has finished writing the main body of the work, the next thing that is very important is the documentation of all those authors cited in the work.

In doing this, certain pertinent questions must be answered, which are:

1. Are references cited both in the text and in the reference list?
2. Do the text citations and references lists entered agree both in spellings and date?
3. Are there text citations to empirical work?
4. Are journal titles in the reference list spelt out fully?
5. Are the references (both in the parenthetical, text citations and in the reference list) ordered alphabetically by the authors surnames?
6. Are inclusive page numbers provided for all articles or chapters in books provided in the reference lists?

Examples of end of text documentation are written below.

Take for example you have used a book that is a revised edition, it should be documented thus.

Documentation

1. Revised edited book

Kajang, Y.G. & Audu, A.J. (2007). *Healthy living and national development* (Revised) Jos: Dansil publishers.

2. Encyclopedia or Dictionary

Adams, E. (Ed) (1996). *The New English Dictionary of dance education*. (4th Ed, vol. 1-30) Abuja: Macmillan.

3. Book, No author or editor

Merriam-Webster's Collegiate dictionary (10th ed) (2004) Springfield: Merriam webster.

4. Book third Edition, Junior in name

Yakubu, A.C. & Bagdi ma, T.M jr. (1992) *Health and You* (3rd ed) Kafanchan, Amhoda Publishers.

5. Edited book

Dimka, E. S. Davou, D.U & Dangbin, P. (Eds). (1999) *Health education for the tropics*. Zonkwa: Amhoda Publishers.

6. Several volumes in a Multi Volume edited work, publication over a period of more than 1 year.

Nwana, O.C. (Edd). (1982-1993). *Health: A study of Science* (Vol. 1-6) Onitsha. Macmillan

7. Unpublished Conference Paper

Nache, D. (2003; June.). *The use of Library by College Students*.

Paper presented at the conference of curriculum developers (COPERS) at Pankshin.

8. Proceeding Published Regularly

Chuku, U.P. (1996.). Hemispheric difference in avian Song Discrimination

Proceedings of the National Academy of Education Nigeria. 26_ 1392-1396.

Unpublished doctoral dissertation.

9. Unpublished Masters thesis

Kajang, Y. G. (1998) *Methods and Materials used for teaching Health education in primary schools in Pankshin*. Unpublished Master thesis, university of Nigcira, Nsukka.

10. Unpublished Ph.D Dissertation

Kajang, Y.G. 2003 *Beliefs and attitudes of nurses towards death and dying of patients in Kaduna State*. Unpublished doctoral dissertation, university of Nigeria Nsukka.

11. Journal Published Annually

Okwori, R. O. (1998). Methods of Teaching Technical drawing. The case of Federal College of Education, Pankshin *Journal of Research and production* 44, 15-18.

12. Journal Article

Ajere, O.A. & Guwa. P. (2003). Women and Science Education. *Science Education Journal*, 2 (1), 20-25.

13. Journal Supplement

Ishaku, R.A. (1999) Health and Fitness among secondary school studies *National journal of Health Education* 3 (Suppl. 3), 2-5.

14. Article or chapter in an edited book, two editors

- Pwajock, M.Y. (1983). Retrieval inhibition as an adaptive mechanics in human memory in D.Y Rojers & S.U Anyawa (eds) varies of memory and consciousness (pp 309-330). Hillsolate Eribaun.
- 15. Article in Press**
Dagai, W. (in press) Drug abuse among college student *Health and movement education journal*.
- 16. Report available from the National Technical Information Service (NITS)**
Kaayet, D. M. (1981). *Convention of Adolescent Health Problems* ZonkwaKaduna State university (NTIS No. SB 93-14037811 GA).
- 17. Chapter in a volume in a series**
Maccoby, E.E. & Martin, J. (1983) Socialization in the Context of the family, Parent-child interaction in P.H Mussen (series Ed) & E M hetherington (Vol. Ed), *Handbook of child Psychology: Vol. 4 Socialization, Personality and social development* (4th ed, Pp1-101). New York: Wiley.
- 18. Massage posted on newsgroup**
Chalmers D. (2000, November 17). Seeing with sound (msg 1) message posted to news://sci psychology. Consciousness.
- 19. Paper presented at a symposium, abstract retrieved from University web site**
Culter, L.D Frolich, B & hanarhan P. (1997, January 16). *Two handed direct manipulation on the responsive work bench*. Paper presented at the 1997 symposium on interactive 3rd Graphics. Abstract retrieved June 12:2000, from <http://www.graphic>. Standard edu/paptersstwo handed