

**300126 E-business Technologies and Applications
Spring Semester 2002**

**NOTE CHANGE OF SUBMISSION TIME:
Wednesday 18 September 2002 at 10.00 am**

**ASSIGNMENT 1:
GUIDELINES FOR RESEACH REPORT SUBMISSION**

On TITLE PAGE include:

Student No:	<your student number here>
Student Name:	<your name here>
Unit:	300126 E-business Technologies and Applications
Assignment 1:	Research Report
Topic:	<add your specific topic here, eg E-business and the Retail Industry Sector>
Date Due:	Wednesday 18 September 2002 at 10.00 am
Date Submitted:	<add your time and date of submission here>
Campus:	<write the campus where you attend your tutorial>
Tutorial:	<add your tutorial here, eg T3 Wednesday 1-3pm, Y227> see next page
Tutor:	<write your tutor's name here> see next page

Submit your RESEARCH REPORT by the deadline as follows:

Penrith	Lab Assistants' Office Y2-32
Parramatta	Lab Assistants' Office ECG-04
Campbelltown	Unit assignment box in Building 17.

Include a copy of the email you received from your tutor confirming your topic.
Include a disk with an electronic version of your Report.

CONSULTATION:

Email your specific topic to your tutor by Friday 30 August for Allocated Topic, and Thursday 29 August for Negotiated Topic.

Questions related to your Research Report should be directed to your tutor.

T1	Sue Freestone	Kingswood	Tues 1-3pm	Y228
T2	Sue Freestone	Kingswood	Wed 1-3pm	Y242
T3	Sue Freestone	Kingswood	Wed 4-6pm	Y227
T4	Glen Smith	Kingswood	Wed 4-6pm	Y115
T5	Sharon Griffith	Campbelltown	Thurs 12-2pm	15.CL02
T6	Maneesha Chawla	Campbelltown	Thurs 2-4pm	17.LR25
T7	Glen Smith	Campbelltown	Thurs 4-6pm	17.LR25
T8	Amy Croft	Campbelltown	Thurs 4-6pm	15.CL05
T9	Anupama Chandrarathana	Parramatta	Thurs 12-2pm	ECG23
T10	Amy Croft	Parramatta	Fri 11-1pm	ECG18

MARKING CRITERIA:

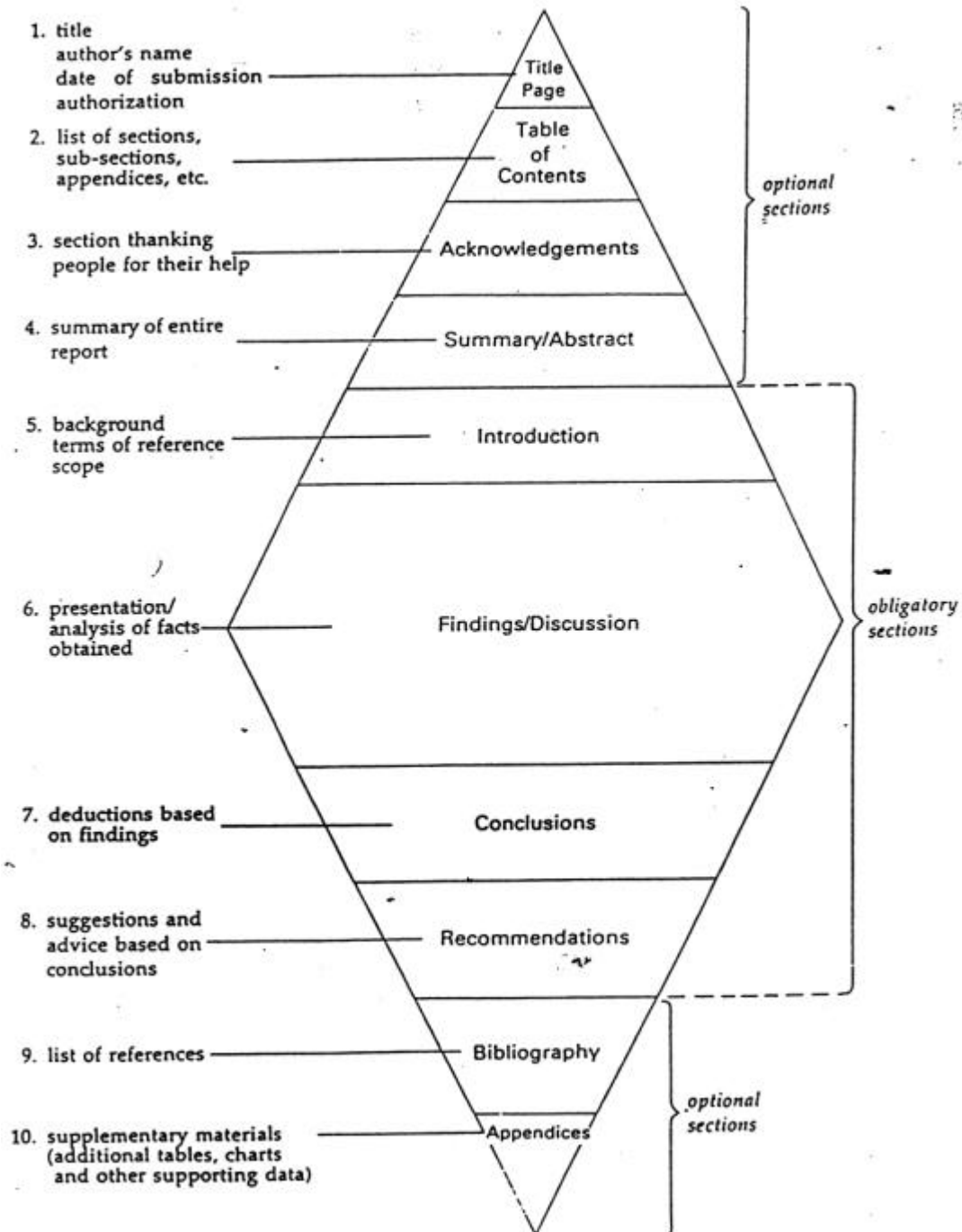
CONTENT	/12
Information:	
content	
analysis	
conclusion	
Presentation of content:	
style	
organised	
referencing	
REFERENCES	/5
APA Format	
Internet	
Electronic databases	
Traditional sources	
PRESENTATION	/3
Overall quality	
Topic confirmed	
TOTAL:	/20

GUIDELINES FOR WRITING:

The following pages are a general guide to writing research reports.

Format of a Report

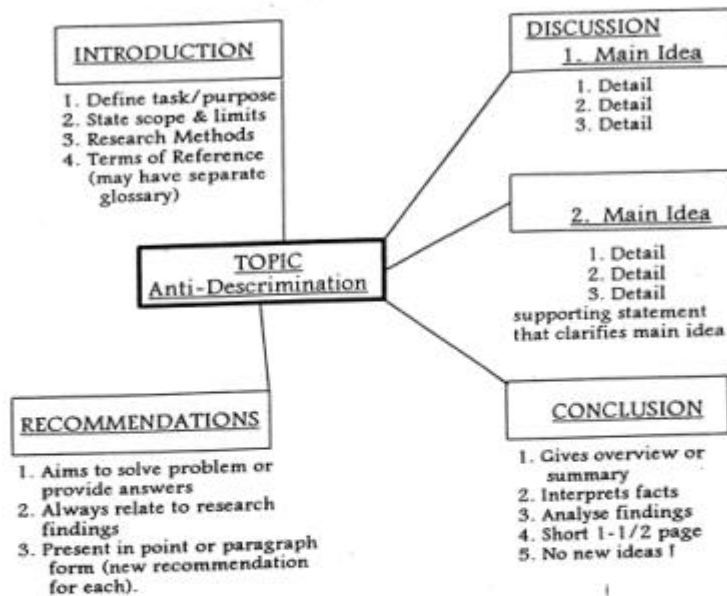
Look at the following diagram on the different parts of a report. All analytical reports have sections 5, 6, 7 and 8. However, bound reports which are very formal will usually include the additional sections 1, 2, 3, 4, 9 and 10.



Note:

The different sizes of the various sections within the diamond-shaped chart indicate the relative length of the sections.

Body of Report



Discussion

(see argument development method in handout p14)

- use outlines and focus on "What am I reporting?"
- Main Ideas (provide the headings)
- Details present the argument for and against reasoning.
- must be objective, comprehensive and balanced.
- information must be factual, relevant and up-to-date.
- can come up with options, alternatives or responses in this section - must be referred to in the recommendations