Work Report II

For your second work report, you will want to develop your report on a topic of greater depth and breadth than the topic of your first report. Consider topics such as motivation, communication, leadership, group dynamics and review theory and research. The report should be on a topic of interest to you. The topic chosen should reflect critical thinking. Ensure you write the second report based on comments provided in the first report. It is expected that there will be improvements in the quality and content of your writing.

Your work reports are academic reports based on scientific resources. You should also apply this topic to your work experience. Lastly, please include a summary of what you learned from writing this report.

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Work Report Format

Title Page
The title page should include the title, your name and I.D. number, your work term number, your employer’s name, your last semester completed, your department, college, University of Guelph, and the date.

Letter of Submittal
A Letter of Submittal addressed to your Faculty Advisor must accompany your report. The letter should follow a standard business format and include the following information:

- Name of the employing organization and your immediate supervisor
- A brief outline of your employment responsibilities
- A clear statement of the purpose of your report
- Acknowledgment of any assistance given in the preparation of the report
- Statement of confidentiality if appropriate

Table of Contents
The table of contents sets forth the major divisions and sub-divisions with their titles and page numbers. Please follow the format indicated in the Publication Manual of the American Psychological Association (APA format) for your report (e.g., table of contents, references, etc.).

List of Tables and Figures
Using the same format as the Table of Contents, make reference to each table and figure contained within the body of the report.

Summary
The summary is perhaps the most important element of your report. It should be written after the report is completed and is intended to convey to the audience a statement of the topic and purpose of the report, the major points in the report, the conclusions made, and recommendations derived from the conclusions. The summary should consist of original wording; that is, do not repeat verbatim from the main section of your report.

The summary should be no longer than one page. It must inform the readers of the principal content of the report without their having to read the full report. Please do not repeat sections verbatim from the report. Write this section anew.
**Academic Report**

**Introduction**
The introduction is important because it sets the scene for your report. It should provide important background information about the organization or about the procedures that the reader should know in order to understand your report. Relevant research should be carefully and critically reviewed in this section to provide a rationale for the report. You should provide a clear statement of the purpose and objectives for the report and prepare the reader for later sections of the report by giving a brief outline. The introduction may mention the scope and limitations of the report. A clear introduction will provide you with a framework for your report that will keep you on track while you are writing the paper.

**Main text**
You should give this section a title (and subtitles if applicable) that reflects your topic. In the body, you should thoroughly and thoughtfully review the research literature including an analysis and evaluation. The body of the report should explain how you approached the problem or project already stated in the introduction. In it you can describe the materials and methods used, and explain the results, which will lead to particular conclusions (c) and recommendations (d). The body should be organized into sections using an easy-to-understand system of headings and sub-headings properly annotated. Use APA format.

All sources (used for information or ideas) should be documented using APA format. Quotes should be used sparingly if at all and only under strict criteria (See APA Manual)

Tables and figures may be used to supplement the information in the body. All tables and figures must be introduced in the text, as well as having a self-explanatory title. Usually tables are referred to as tables, and all other visual elements (including illustrations, photographs, maps, diagrams, graphs, etc.) are referred to as figures.

Tables should be labeled at the top, and figures at the bottom. These elements may be placed at the end of the report, or each within the report as soon as possible after it is mentioned. Check with your academic department for specific requirements.

**Conclusions**
Conclusions should be reported only if they are fully supported by the analysis described in the body of your report. Many times scientists present tentative conclusions and so you may also be providing tentative conclusions. Keep conclusions separate from recommendations, which can be practice or research recommendations.

**Application to your work experience**
You can prepare this application as an independent section, or you can make reference to your work experience within the main report.
**Recommendations (if applicable)**
Separate from conclusions, recommendations apply to the future. Recommendations may be speculative, but most should follow logically from the conclusions.

Remember that conclusions and recommendations must fulfill the objectives outlined in the introduction.

**Acknowledgments**
You can use this section to express your gratitude to those who assisted you in researching your topic or carrying out your project.

**References**
List the sources that you cited (referred to) in your report. Complete this section according to APA Manual, and attend to consistency and completeness. You will want to reference at least eight journal articles, though you may need to read more than eight when reviewing the literature. You can also use other sources, but these sources should be kept to a minimum.

**Appendix**
An appendix is used to provide your audience with information that supports the main text but is not essential to it. An appendix is supplementary to the report and may not be required for your particular report. See APA for formatting.

**Learning Outcomes (Reinforce)**
1. Critically reflect on the various complexities and factors that directly and indirectly influence human development and social relationships
2. Locate research (including qualitative inquiry) and theory in academic literature, critically evaluate it and apply concepts to individuals, families, groups and society
3. Develop awareness of cultural diversity
4. Communicate/explain concepts of human development and social relationships
5. Analyze (apply) theories and methods of communication as applied in programs and services
6. Maintain academic and professional integrity
7. Critical self-reflection and effective use of self (i.e. deepen understanding of the self in practice/professional contexts)
8. Evaluate the complexity of professional practice with diverse populations
9. Effectively work independently
10. Able to prioritize tasks and manage time

**Work Report Evaluation by Employer**
This section should be the last page of your report. These evaluations are not mandatory, and can be completed on a form located in the FORMS section of this website. Ensure that he/she completes it in time for you to include with the submission of your work report.