# Introduction to writing Group Reports Transcript

## Slide 1

This vidcast explains writing conventions for students writing group reports. As with all of our vidcasts, you can listen and read individual chapters or just read the material , and or listen and watch the complete vidcast. Poor examples of academic writing are in red and good examples are in blue.

## Slide 2

Chapter 1

## Slide 3

The issues with this extract is that the sentence does not commence with a verb, asked, if that happens then the reader has no idea who has made this request. All of the information is written in one sentence. Remember a sentence is a unit of sense , therefore one idea per sentence. If you find this confusing refer to the links for more information.

## Slide 4

This gives a good example of the same topic. The reader now knows the aims of the project . For more information about writing abstracts, refer to the vidcast on writing final year reports.

## Slide 5

Please do not repeat the question as it has been given to you. The reader i.e. your lecturer wants to read the group’s interpretation of the assessment question. There is no need to write this in a convoluted way. Your work should contain appropriate punctuation and language suitable for the purpose. For more information about punctuation refer to the other vidcasts on writing conventions and refer to the links on these vidcasts.

## Slide 6

This extract is explaining the rationale for the selection of the Gallery of Modern Art, note that the initials should be written in full the first time. Even though this is a brief extract, note the amount of information that has been recorded. The reader now clearly knows which level of user the cd is aimed at, the building that has been selected and the reasons why the group made that choice.

## Slide 7

The introductory section is expected to give a justification for the selection and how this meets the aims of the project. At this point it is helpful to state which person is completing which section of the report. It is important that you give the impression of planning the tasks and this should be reflected in the gantt chart which is placed in the appendices. Read through the examples on this slide, please note that this is an academic piece of writing and therefore you need to be careful regarding the level of formality of language

Slide 8 demonstrates an extract from the literature review. Issues that should be looked at here are the aspect that the reader is not part of the group so therefore the reader needs to know more about the steps that have been taken re resources. The resources referred to should also be critically analysed. For more information on writing a literature review refer to the vidcast on that subject.

## Slide 8

How did your group gather the information? Did you meet your objectives? If yes how if not why not? Remember this should also relate to the gantt chart to show how and you met your objectives. Evaluate the strengths and weaknesses of the project.

## Slide 9

In group reports, the lecturer also wants to know how well the group worked together. If there were problems or something worked particularly well, why was that? Please remember you will be working as a part of a team in your working life after university so this is good practice on how to be diplomatic in your comments!

It is not unusual for groups to face problems in their group project, and you will gain recognition if you explain as a group , how you worked cohesively to solve these problems and how you acknowledged the individual strengths of each member.

## Slide 10

This should contain an overall summary of the project, including the objectives met by the group. Finish with a positive statement about the group process.

## Slide 11

This slide contains a quick reminder re some conventions of academic writing in group reports