



**Princely International University  
Study Guide**

[www.princelyiu.org](http://www.princelyiu.org)



## Report Writing

Primarily, the chosen degree program consists in studying the textbooks and then writing reports based on them. The composition of the reports must follow format requirements such as the title page, table of contents, minimum and maximum length, numbered pages, etc.

The instructions and requirements for writing reports correspond to the careful and pedagogical plan in order to maximize capacity of learning. Report ranges from a minimum of 20 pages to a maximum of 50 pages and should be worked out in the following way:

### 1. Table of contents.

The student is required to extract from the text read a list of main concepts or key ideas. Thesis key must be systematized in a table of contents.

### 2. Analytic Summary.

A comprehensive synopsis has to be developed according to the organization and established by the table of contents. This essay must range from 10 to 20 pages.

The exam consists in writing reports, Just as anybody would do in their professional life.

### 3. Case study.

One to three case studies from the assigned textbook has to be critically analyzed by the student. The student may choose one single complex case study with several interrelated issues or three simple ones pending on its own preference. The student is encouraged to provide his own solution or opinion based not only on the principles learned from the textbook but also on his/her own criteria such as personal conclusions or professional application of the theoretical concepts. The case study section should range from 5 to 20 pages.

### Conclusion:

The student has to submit his conclusion ranging from 5 to 10 pages that must integrate the previous steps described: The table of contents, analytic summary and case study. It might be necessary to re-write the work to match the format and length requirements, to improve the style, content flow and continuity.

### Evaluation & Grading

Our evaluation method encourages developing of thinking ability and information processing.

The Academic Board, base the evaluation of the material (reports, projects, and thesis) submitted by the students on the three criteria, accounting for the final grade.

#### \*30% Format:

The organization and presentation of the information, evaluation of course data organization, and clarity of presentation.

#### \*30% Content:

Evaluation of contents comprehension, synthesis skills and concept interaction.

#### \*40% Personal Quality Thinking:

The Academic Board evaluates how the subject is mastered through the case study, comments and application of the information learnt. Evaluation of student's analysis and critical thinking are reflected in writing and presentation style.

To earn any course credits, a grade point average of E ( 2.0 -50% ) or higher is required. PIU follows the Universal grading scale:

4.0- Excellent  
3.5- Very good  
3.0-Good  
2.0-Fair

-91-100 /A  
-81-90 / B  
-71-80 / C  
-61-70 / D  
-51-60 / E



## Expected Learning Outcomes

The learning outcomes levels are achieved following Princely Distance Learning System, academic assignment instructions and through the presentation of the required evaluation units: Reports (20-50 pages) Project (over 50 pages) Thesis (over 75 pages)

### LEVEL 1. Knowledge and comprehension.

Through reading of the assigned textbooks for the program the student will identify and sort the program's key ideas. The selected concepts will have to be classified and rearranged in order to prepare a coherent table of contents. This index will become the skeleton to develop the work required. Thus this index will demonstrate the student's ability to grasp the interrelationships, an overall meaning of the program's key elements.

### LEVEL 2. Analysis, synthesis, and development.

Material analysis, textbook content selection and first draft writing.

The student will examine the assigned textbook and integrate selected extracts of the text contents according to the previously defined index (table of contents). The selected text extracts will need to meet the format requirements. Consequently, the student will have to search throughout the textbook several times in order to expand the information when needed, or in other cases will have to summarize the information found because it will be too lengthy. This recurrent adjustment of the text contents will lead the student to categorize the information read in order to produce a suitable first draft of the work required. In other words, the read material must be rearranged and fit into a new written format. This may involve its interpreting, explaining and summarizing.

### LEVEL 3. Productions style.

Once the first draft of the academic work required is completed, the student should have developed it in such way that it's style, content and structure would be logical and revealing the knowledge of the subject. The student's ability to combine the parts of the text and to form a new coherent and harmonic whole which determine the final grading of the work submitted. Diagrams, charts, and examples may be added to illustrate the contents.

### LEVEL 4. Knowledge application and critical thinking.

Case study analysis, conclusions, problem solving and applicability to professional experience. The university pushes the student to contrast the learned material with his own knowledge and experience to express his opinion on the subject, to consider practical application of the theoretical concepts and to show the conclusions along written assignment. All the personal judgments should be based on sound criteria and must be argued. Critical thinking learning outcomes are usually achieved at projects and thesis level research work. Some reports may also reflect conscious judgment based on clearly defined criteria when they render relevant conclusion or profound case study analysis.





## NOW YOU HAVE THE BOOKS, HOW DO YOU GET STARTED?

*You have received the textbooks and the assignments instructions...You are sitting at your desk and then what?*

### Step 1. Start reading.

Read the assigned textbooks carefully, concentrating on the topics that requires more thinking and understanding. Start reading the book without concentrating too much on the details .Get a general idea of its contents, and then apply the reading and comprehension techniques explained in this guide (for instance, highlighting central idea). At times, if you find a concept hard to understand, keep reading – your doubts will probably clear up on following pages.

### Step 2. Tables of contents.

While you read, take notes on the ideas that catch your attention, on the relationships between different concepts and the way they correspond with your own opinions. Instead of memorizing, end your reading with a written index of the main concepts. This written record should not just summarize or sketch the book's main issues, but rather reflect the interaction between those concepts and your own thinking: in other words, a record of how you interpret the points of the book. As you read on and write down your thoughts and opinions, consider how match these key concepts are related to your own experience in order to improve the quality of your personal and professional life. Take a brief note of this as well.

### Step 3. Report draft writing.

Use the notes taken during step 2 and develop those key concepts in writing trying to explain them in a more coherent and organized style. Base your report on your notes and avoid opening the book as much as possible except for quick and specific reference or data (figures, dates, etc.) that you find hard to remember.



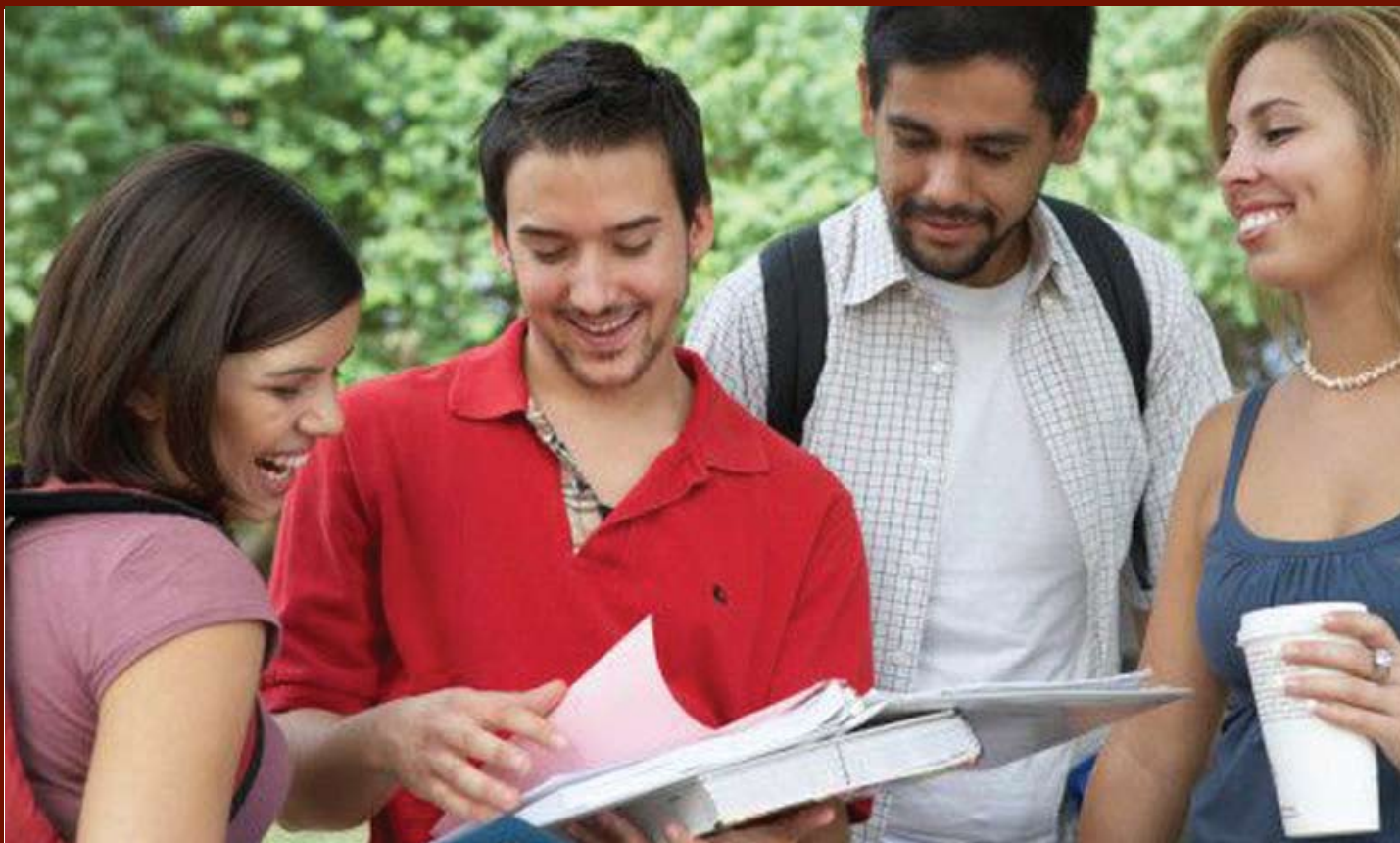
### Step 4. Review reading.

Re-read the book again, concentrating on the sections highlighted during the first reading. Contrast the explanations from your report draft with the explanations provided in the text. Analyze any differences found and sharpen your comprehension of each key point. Now you are ready to work out the final report and you have to decide what you will not include into it in order to meet the pages limit.

### Step 5. Final report production.

Each author has different goals when writing a book, thus each text is different. It is your task to decide what is important and what is secondary in the book. At times the text will only need to be summarized, while at other times it will require a more elaborated conceptualization. After reading a very long and information-packed chapter you might just end up with a few important ideas, whereas reading an apparently simple chapter might trigger an elaborate report full of personal comments and ideas. In conclusion, what matters are the concepts you decide to develop.





## REPORT FORMAT

### Front page:

- The report / project / thesis title
- Your Major & Degree
- Your full name
- Date
- Your signature
- The following phrase: "I do hereby attest that I am the sole author of this project/thesis and that its contents are only the result of readings and research I have done"

### Table of contents:

Following the front page, please include a table of contents detailing the structure of the report and listing its main concepts.

### Body of the report:

The report's length is limited between 20 pages (minimum) and 50 pages (maximum). Your report may fail if the length limits are not respected. Students have to understand that the length limitations set forth to serve a very important purpose. Fitting the report's content within these limits obligates the student to process the information several times. In certain cases a synthesis of a summary is needed not to exceed 30 pages; in other cases, the key concepts have to be further developed in order to meet the minimum number of pages. Either way, the active processing of the textbook information to meet the report requirements will definitely consolidate the knowledge without the need of and excessive memory effort.

### Note about content:

The report usually consists of a summary or synthesis of each of the textbooks studied. In addition, the student is encouraged to add his/her own comments, thoughts, or opinions about the contents. . The report has to reveal the student's level of understanding and knowledge. Any personal conclusion or demonstration of knowledge applicability will be highly appreciated. For scientific disciplines: charts, formulas, figures, and exercises may be included in a report, but only as a complement to the written text. The report must always be elaborated in full written form; an outline will not be accepted. The only section that will be accepted in outline format is the table of contents.





## PROJECT/THESIS FORMAT

### PROJECT & THESIS

*In order to complete your degree syllabus, you are required to submit the following:*

*\*Final project of at least 50 pages for Masters.*

*\*Thesis of at least 75 pages for Doctorates.*

*In both cases, this paper must be typed in English, on white paper (standard size), and on one side of the page only. Two copies have to be submitted to PIU. Once the project or thesis is corrected, one of the copies, stamped by the University, will be mailed back to you.*

*Your paper will not be accepted if it does not fulfill the requirements set below:*

### FORMAT OF THE PROJECT/ THESIS

#### Front page:

This first page contains the title of the project or thesis, the student's first and last name, the name of the program and the date. The student's signature and the following statement must follow the abovementioned information: **"I do hereby attest that I am the sole author of this project/thesis and that its contents are only the result of readings and research I have done"**. Of the two copies required by PIU, only one will be filled at PIU and should contain the above statement. The second copy will be stamped and returned to you.

#### Table of contents / Bibliography:

Following the front page, you have to include the table of contents and the complete list of bibliographic material consulted, including books, journal articles, conference papers, etc...

#### Abstract or Synopsis:

Following the table of contents, the synopsis is to provide a brief explanation of the content and objectives of the paper.

#### Body of the paper:

In this section you should develop the core content of the project/thesis. This information contained in the body of the work must be organized as follows: chapters, sections, parts, and/or case studies. This structure is to be reflected in the table of contents and must be numbered. As part of your discussion, you can include graphs, photographs, drawings, charts, photocopies of articles, and any other material that you consider relevant. The body of the project/thesis should fulfill the minimum length requirement without exceeding the limit of 150 pages.

With prior approval from the Academic Board, you may also submit published material, such as books, journal/magazine articles compilations, research, etc... Of course, these items will not need to fulfill the above format requirements. They can be submitted to Princely in their original format. We require that you submit two copies of each publication.

***You are free to choose the title of your project/thesis. Once you have reached a decision, you may submit a 1-3 page proposal containing a synopsis of your project/thesis and the title of the paper to Princely. This opportunity enables you to explore in depth the topics that interest you, both personally and professionally.***

