

LET'S GET STARTED

Coursework is an investigation of a topic within the scope of the BGCSE subject syllabus presented in the words of the candidate.

1. It should be either written, typed or computer generated in **BLACK** ink. ***Multicolour ink is not acceptable for the content.***
2. It should be no more than two thousand five hundred (2,500) words.
3. It is recommended that you use font size 12 or 14 with font style of either Arial, New Times Roman, Universal or Courier. ***Candidates are not to use fancy print in presenting the content of the coursework.***
4. You should search the content of your subject syllabus or the table of contents of your text books for ideas on possible topics of interest. ***Make sure that the area is relevant to The Bahamas and that it can be investigated in The Bahamas.***
5. After you have selected your topic, **you must develop an AIM of Goal for your research.** This is the purpose for your investigation (research). This should stated in the introduction of your paper.
6. Develop a methodology for your paper. This is a plan for conducting the research/investigation. This should also be stated in the introduction of your paper.
7. Develop an outline for your paper. This will help you to stay focus inn completing the aims of your research.
8. Your topic may require you to have a questionnaire a as part of your research. This must be developed with the guidance of your teacher/tutor. The questions must be relevant to your research topic. Include the name of the company, name of the person completing the questionnaire and the position held on the completed form. Information gathered should be used in the discussion of the research paper and the actual completed questionnaires included in the Appendix.
9. You may also be required to conduct interviews with businesses/merchants and people related to your topic. Call in advance to find out who you should interview and set up an appointment. You should also send out letters of request for an interview in advance attach a listing of questions to be addressed to allow the person the opportunity to be prepared. ***Have the letter and completed survey signed and dated by the person and stamped for validation.*** Include these in the Appendix.
10. Any information gathered from other printed sources should be copied and kept together. An clean copy should be included in the Appendix.