

## ***Remember***

11. Your Aims should be stated in the introduction of your paper, developed through out the paper and restated in the conclusion as having been completed/achieved.
12. Your information should be current, relevant to your topic (aim) and accurate. You may strengthen your paper by using illustrations, charts, pictures, tables, diagrams etc. Be sure to place them where you are discussing them. They must be labelled.
13. A diary or log may be kept for the research of the paper. This should be included in the Appendix.
14. Your work should be organized in a logical and cohesive manner. Be careful not to become repetitive. Make sure that your arguments are concluded having reflected both the pros and the cons. Give your opinion.
15. ***DO NOT PLAGIARISE!*** Check to see that you have footnoted all sources used.
16. Express your personal opinion on the topics discussed. Make recommendations based on your findings.
17. Ensure that you have all required sections of the coursework. Bound your work neatly for submission to your teacher/tutor for onward transmission to the Examination and Assessment Division of the Ministry of Education, Science and Technology.

***GOOD LUCK!***