

Coursework Additional Notes

TEACHERS ARE NOT TO ASSIGN CANDIDATES TOPICS. The candidates are to select a topic from the range of the syllabus to research/investigate.

- (1) **Information taken directly from source materials** (texts, articles, etc) should be footnoted either in brackets after the quote or at the bottom of the page on which the quote is found. If paraphrased, credit must be given to the source in the passage where the information is used.
- (2) **Diagrams and Pictures** used must be relevant to the topic being discussed and They should be clear and explained. Be sure to give your own opinion of the material.
- (3) **Graphs** they should be computer generated or drawn neatly to scale. Label them properly. Explain their significance in the chapter in which they are inserted. If they , are placed in the Appendix, refer to the page on which it is found, the label and the title.
- (4) **Samples or Miniature Models** may be used to support the research. These should be referenced from the project. ***They do not constitute a project.***
- (5) **Appendix** - This section should have the investigative tools used and any other items that do not belong. For example: completed certified questionnaires, request letter, interview schedules, diary of activities to complete the research, etc.)
- (6) **Questionnaires/Surveys** - completed forms should be signed and stamped by the business representative for authentication. If no stamp is available, a business card can be attached.
- (7) **Presentation** is of major importance. All major components should be seen and the project assembled in order and securely fastened. All pages should be properly numbered.
- (8) **Typed Or Computer Generated Projects** should use Black ink. Font size 12 or 14 in Arial, New Times Roman, Universal or similar font. Curly or colourful text is not acceptable.
- (9) Candidates may use colourful borders, pictures, page dividers, but they do not significantly improve the grade for presentation.