

Conclusion

- ▶ Restate your Aim statement and methodology in the 'past' tense
- ▶ What have you learnt from doing the project about filing systems and in particular these two types?
- ▶ What opinions do you have about the uses and requirements of each filing system used in an office
- ▶ Possible alternatives to improve operations
- ▶ Benefit(s) to the business & the community being serviced
- ▶ In this segment you will bring together all discussion and research in a 'solid' fashion.

Bibliography

List all sources of information in proper format

Appendix

List and insert all attachments collected in tabled order with labels

Example. Appendix 1	Sample of a filing system
Appendix 2	Layout of an office showing filling locations