

# **BBS (4TH YEAR) PROJECT REPORT WRITING**

## **Format of the Main Body of Project Work Report**

**A project work report shall have the following three chapters.**

**Chapter 1 - Introduction: background; profile of the organization, events, activities, etc; objectives of the study; rationale; method of the study; review of literature; limitations of the study.**

**Chapter 2 - Results and Analysis: presentation of results and findings of project work.**

**Chapter 3 – Summary and Conclusion – a brief summary of the report, and conclusion based on the findings of the report.**

**Bibliography: includes all sources used in the study, using APA-6 format for citation. Student should search and list out at least 15 references.**

**Appendices:** Include material too detailed or lengthy for inclusion in the body of the study (e.g., questionnaires, maps, photos, and letters of permission). Each appendix shall have to be labeled *alphabetically*.

**Length of the Project Report:** The length of the Project Report will be around 8,000 to 10,000 words (approximately 30 – 35 pages). The length is exclusive of the materials included in the preliminary section and appendixes.

**Specimen only: Either choose table or chart for presentation of data**  
**Tables**

Data can be presented in tables. APA-6 format should be followed to present a table as shown below:

Table 1

*Error Rates of Older and Younger Groups*

Note: Either choose table or graph for presenting your findings.

Table 1

*Error Rates of Older and Younger Groups*

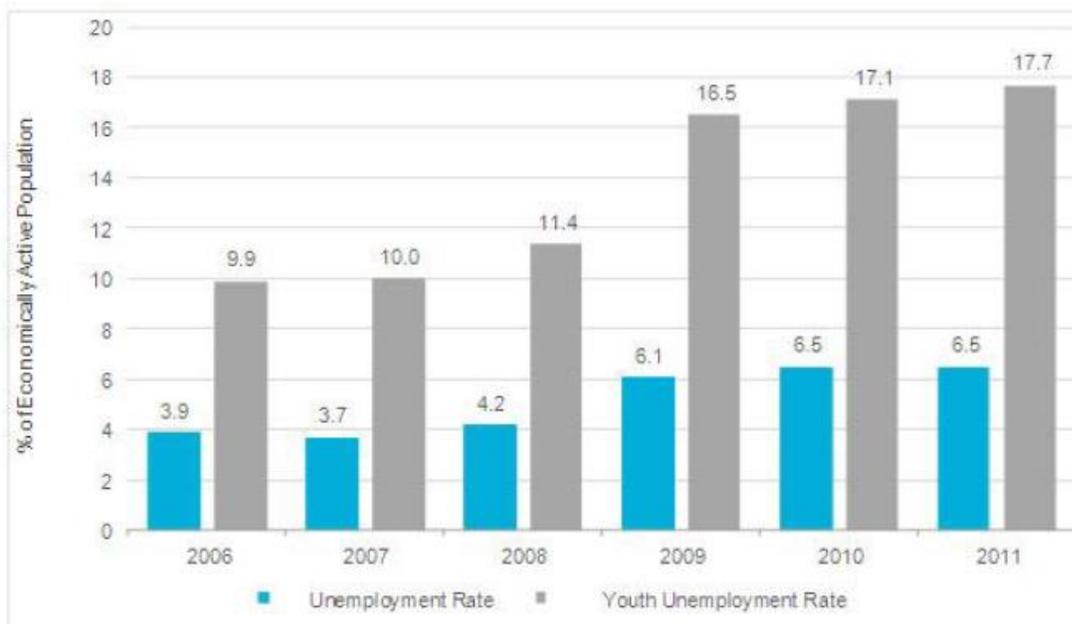
Level of Difficulty	<u>Mean error rate</u>		<u>Standard deviation</u>		<u>Sample size</u>	
	Younger	Older	Younger	Older	Younger	Older
Low	.05	.14	.08	.15	12	18
Moderate	.05	.17	.07	.15	15	12
High	.11	.26	.10	.21	16	14

*Note.* From “Generations,” by L.G. Elias and C.C. Bent, 2002, *Journal of Geriatric Care*, 5, p. 22.

## Figures

Data may also be presented in the diagram, charts, graphs, photographs and drawings (Figures).

According to APA -6 format, a diagram is presented as follows:



*Figure 1.* Youth unemployment rate vs. total unemployment rate: 2006-2011. Youth unemployment rate refers to the unemployed population aged 15-24 years old.

Note: Either choose table or graph for presenting your findings.