

Welcome to the  
Black History/  
Level 2 Higher  
Project  
Qualification



Pearson



# *Structuring your written report*

- **Coherent writing** is important. This means you should:
  - Present information in a logical order
  - Structure the text clearly
  - Make connections between different parts of the text
  - Make sure information is relevant to your project



# *Structuring your written report*

- Use **effective presentation features** such as:
  - Headings and sections
  - Paragraphs
  - Title and contents pages
  - Page numbers
  - Diagrams, tables, graphs or charts if appropriate, making sure these are labelled
  - Correct spelling, punctuation and grammar
  - Appropriate style of language – this should be neutral or slightly formal
  - Use appropriate vocabulary



# *Suggested structure – written report*

- The next slides give a suggested way to structure your project
- This applies to written reports where the research mostly uses secondary sources
- If you think this structure doesn't work for your report you should discuss with your teacher
- The sections are:
  - Introduction (350 words)
  - Research (800 words)
  - Discussion (1000 words)
  - Conclusion/Evaluation (350 words)
  - Bibliography



# *Introduction*

- Clearly and concisely explain your research question
- Give the rationale for your project (why did you decide to do this?)
- 350 words



# *Research*

- Describe and review the information you found
- Include your evaluation of the **reliability** of the information
- Make sure that everything you have used for your research is included, this might include any videos watched or podcasts you listened to
- Include information here about any non-documentary information sources, any data you collected, or conversations you had including clear and detailed descriptions about what/where/when
- 800 words



# *Discussion*

- This is your chance to give your answer to your research question
- Present your arguments to support your answer
- Make sure you also give consideration to alternative viewpoints
- Use headings and sections to structure the discussion
- Make connections between sections and make sure that your sections form a logical structure
- Relate your discussions back to your original project question
- Only include relevant information
- You should refer to your research as appropriate
- 1000 words



# *Conclusion/Evaluation*

- Explain how your ideas developed
- Reflect on what you have learned in the project including new skills you have learned or used
- Identify which objectives were met and give clear reasons for your success or lack of it
- Explain clearly what you would do differently next time and why
- Give clear, realistic ideas for how you would extend your project in the same or other areas of interest
- 350 words





# *Bibliography*

- List of exactly where you obtained your information
- All sources should be listed including websites, books and articles
- Make sure you use a consistent format
- Organise the bibliography clearly so that others can retrieve information if they want to
- Use sections if you have lots of types of sources (eg websites, videos, books, journals)

# Black History/ Level 2 Higher Project Qualification



Pearson