

## Critical Report Structure

A clear and systematic structure should be evident. You can follow the structure outlined below.

All writing should be in Ariel or Times New Roman, 12pt and 2.0 line spacing (approximately 230 -250 words per page)

- **Title / Subtitle**
- **Acknowledgements - Optional**
- **Abstract**
- **Key Words**
- **Contents Page**
- **Introduction**
- **Literature Review**
- **Chapters for main discussion**
- **Conclusion**
- **Bibliography**
- **Image List**

### **Title / Subtitle**

A research title can identify a main topic and a subtitle can qualify a specific area or focus for the research. Often it is helpful to create a question your research can answer or pose a problem the research aims to resolve.

**Abstract** An abstract is a short summary of your research. You should briefly outline the research question you started with, the methods you used to answer it, and the results of your research. This is not a promotional piece, so you do not need to keep the reader in suspense - simply explain what you did.

**Contents Page** You should include a list of the contents of your report along with page numbers. Remember to give your chapters meaningful titles, do not simply use Chapter 1 Chapter 2 etc. You should also make sure that the contents list matches with the actual page numbers

Example Contents Page:

Assessment Cover sheet

Title page

Abstract

Key words

Contents Page

Page 3. – Introduction

Page 3. – Chapter 1 – (Suitable Title)

Page 4. – Chapter 2 – (Suitable Title)  
Page 6. – Chapter 3 – (Suitable Title)  
Page 8. – Conclusion  
Page 8. – Appendix 1 (optional)  
Page 8. – Reference List / Bibliography  
Page 9. – Image List (optional)

**Introduction** The introduction should tell the reader what your research is about, explain the context in which you are working, state your research question, and outline the ways your writing will answer that question over the subsequent chapters. If your practice is central to the Critical Report, it is crucial that you place your work and the questions or ideas that motivate your work in the introduction to your assignment. On the one hand consider what is going to spark an interest and curiosity about your work in your audience, on the other, the more precise you can be about the field of knowledge in which your research is situated the better. (

### **Literature Review**

The purpose of writing a literature review is to present the sources you have used in the research to your readers. By doing this, you're communicating several things: Explaining the type of research you conducted, mapping your research showing where you started, which concepts you chose to focus on and where following those concepts brought you and where your work fits into the bigger picture explaining how your findings connect to the existing body of research on your topic. Don't just list and describe the sources you have read; respond to them, interpret them, and critically evaluate them. Keep in mind that you don't have to agree with every source you use—in fact, exploring where your findings diverge from a source's findings can be a strong point in your literature review and paper.

### **Chapters for main discussion**

In this section you will discuss all the key issues and strands that have consequence or relevance to your research enquiry. Provide a structure for a balanced argument and objective analysis of the subject with relevant materials, recognising established and contemporary theories surrounding your topic. Structure your discussion into relevant chapters with suitable headings and sub-headings required. While each chapter may cover different subject matter it is important to maintain a connection to the overall research question or objective informing the reader of the relevance of that information. In the discussion your voice and perspective should be heard but balanced and supported by recognised and reliable referencing and citation.

**Conclusion** This should sum up the findings of your research, and clearly explain your overall position. It should bring closure to your discussion alongside broader meaning and any implications for other topics, you can also identify areas where your work could be extended (for example in terms of things that you haven't had space to cover in this project) You may want your reader to think differently, question something, or perform some action or make a recommendation of what your reader should "do" with the information.

Avoid introducing new topics or additional content not previously discussed. (pptx week 8)

**Bibliography** You must include a bibliography. This is a complete list of the texts (including books, articles, websites, etc.) that you have referred to in writing your dissertation. This list should be Harvard referenced. You may also require a filmography, image list etc. (Refer to Harvard Referencing Guide on Moodle)