GUIDELINES FOR FORMAL REPORT WRITING FOR
BACHELOR OF ART (B.A) in TEFL

Sample of Report

Academic Year 2006-2010
ROLES AND RESPONSIBILITIES OF STUDENTS

1. Students are to form in a group of 3 to 5 in order to write a formal report on their teaching practicum.
2. Each group has four-month time to write their report including six-week or eight-week time to do teaching practicum.
3. Each group has right to choose a supervisor or an advisor to guide their report at the end of year four, semester one.
4. Having been agreed by the advisor, each group has to send a proposal to the office in charge to Formal Report and Final Project Paper.
5. Students have to meet and consult with supervisor/advisor as often as possible.
6. Students have to collect their primary data while doing practicum and collect the secondary data by doing the research in library, Internet, etc.
7. Students are to be responsible for the conformity to the formal format of report of BBU.
8. In case of unexpected circumstances related to report writing, students have to inform to the advisor and the office in charge.

ROLES AND RESPONSIBILITIES OF SUPERVISORS/ADVISORS

All the advisors have the responsibility in seeing, approving, editing and coordinating in reporting writing and its format to conform with the formal format of BBU.

1. Be aware of the rules and procedures of the field of the study
2. Ensure that the student is aware of normal expectations concerning the volume, quality, style, and standard presentation of the paper
3. Provides constructive feedback and thoughtful advice on research and analysis (result, discussions, and conclusions).
4. Examines the report format.
5. Examines the practicum folder
6. Approves on the final project paper/formal report.
7. Coordinates research methodology.
8. Recommends the corrective steps or withdrawal if progress is unsatisfactory.
9. Guides research methodology
10. Provides the guidance to source of literature review.
11. Provides constructive feedback on literature review.
12. Corrects the vocabulary.
13. Helps design questionnaire.
14. Takes steps to improve student’s ability to conceive explanatory hypotheses and design critical tests of such hypotheses.
15. Leads on research and analysis (results, discussions, and conclusions).
THE FORMAL FORMAT OF A REPORT

The following is the agreed format set by taskforce committee of Faculty of Education and Languages of BBU:

1. COVER PAGE
2. SUPERVISOR’S SIGNATURE
3. DECLARITY OF ORIGINALITY
4. TABLE OF CONTENTS
5. ACKNOWLEDGEMENT
6. ABSTRACT
7. FIGURES/TABLES
8. ABBREVIATION
9. INTRODUCTION
10. METHODOLOGY
11. RESULT AND DISCUSSION
12. CONCLUSION
13. RECOMMENDATION
14. REFERENCE
15. APPENDICE
The Report of Teaching Practicum at ABC School

Prepared by:

1-STUDENT’s NAME
2-STUDENT’s NAME
3-STUDENT’s NAME
4-STUDENT’s NAME
5-STUDENT’s NAME

Guided by:

Lecturer NAME Advisor

The Formal Report of Teaching Practicum Submitted in Partial Fulfillment of the Requirements for The Degree of Bachelor of Art (BA) in Teaching English as a Foreign Language (TEFL) Of the Students in Promotion VII

Academic Year 2006-2010
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DECLARATION OF ORIGINALITY

We hereby declare that this report is an original study of our own work that we have not submitted to any other tertiary or research institutes to pursue a degree. We understand and accept that if we are found cheating or copying from other’s students’ work, our report paper will be given a fail.

..............................................
Name of student

..............................................
Name of student

..............................................
Name of student

..............................................
Name of student
ACKNOWLEDGEMENT

I would like to express my sincere thanks and profound gratitude to the following people and organizations that help enable this paper to be successfully completed.

First, I wish to express sincere gratitude to my advisor Mr. <Advisor’s name> for his patient assistance, guidance, and constant encouragement that have led me from the research inception to the research completion.

Second, I would like to express appreciation to Dean of Faculty for additional support. Finally, the special appreciation is due to my family for their fervent and continuous encouragement. Above all, I am forever grateful to my parents whose willingness to invest in my future has enabled me to achieve my educational goal.
ABSTRACT

This report summarizes on the six-week practicum at XXX high school for English language classroom. The activities were grounded on context-based teaching approaches and learning strategies have been tactically guided, developed and accommodated for students of pre-intermediate level. The teaching procedures and activities aim to assists to better learn and understand how to use grammar properly.

This paper is being done by doing pre-teaching, while teaching, and post teaching survey. Then prepare lesson plan to suit with the unit theme against classroom environment. At the meantime, teaching practicum is the tool to measure the efficiency and effectiveness of techniques and theories to be used in real teaching environment; this also has been supervised by the supervisor or/and associate teacher. And all of this is compiled to be a report about teaching experience.

Furthermore, this paper is being served as a tool for further research for the next generation students who are interested in similar topic.
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<tr>
<td>MOEYS</td>
<td>Ministry of Education Youth and Sport</td>
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<td>TEFL</td>
<td>Teaching English as Foreign Languages</td>
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Sample of Report
I. Introduction:

1.1. Background:

The font used in this part is “Time New Roman, normal, font size 12 pt”. ...................................................

................................. (Give a brief relevant aspect to the topic of the report “Teaching English as a Foreign Language – TEFL. This part should be an approximately 100-word paragraph.) ...................................................

1.2. Purpose of the report:

The font used in this part is “Time New Roman, normal, font size 12 pt”. .................................

................................. (Objective of the report: State the main purpose of the report and particular expected results. Meanwhile, our report is about teaching practicum. This part should be also be an approximately 100-word paragraph.) ...................................................

1.3. Scope and limitation:

The font used in this part is “Time New Roman, normal, font size 12 pt”. ..................

................................. (State the target population that the report is about and the length a practicum takes place. In teaching practicum, the report is about the teaching activities of <number> teacher trainees and the studying of <number> students. The practicum period is stated in the practicum schedule. This part should be also be an approximately 100-word paragraph.) ...................................................

1.4. Methodology:

The font used in this part is “Time New Roman, normal, font size 12 pt”. ..................

................................. (State the data collection techniques – primary or secondary sources – that a group uses in writing a report. This part should not be more than 100 words.) .................................

Sample of Report
1.5. Keyword:

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(Explain the important words in the report – mostly the technical words related to the field of study. NOTE: When defining each keyword, source of information should be provided)

II. Methodology:

2.1. Sample Description:

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(Describe the people from whom we collect the data. Obviously, those people are the teacher trainees and the students. This part should not be more than 100 words.)

2.2. Data Collection Techniques:

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(Describe the people from whom we collect the data. Obviously, those people are the teacher trainees and the students.

-How to get primary data: + Interview, who, how many?
  + Questionnaire, who, how many?
  + Observation, who, how many?

-How to get secondary data: From printed sources (Internet, textbook, journal, etc.)
This part should not be more than 100 words.)
2.3. Data Analysis:

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...................

................... (Explain how to analyze the data? Which method?)

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III. Result and Data analysis:

3.1. Students’ background:

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3.1.1. Demographical background:

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3.1.2. English language background:

3.1.2.1. Strengths and weaknesses:

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3.1.2.2. Four Macro Skills:
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IV. Conclusions and Recommendation:

4.1. Conclusion:

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4.2. Recommendation:

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Policy of Writing Final Project Paper

Groups of students who are in the stage of doing final project paper are required to follow the following criteria:

- For Sections, Time New Roman and font size 14 is required.
- For subsection, Time New Roman and font size 13 is required.
- For text, Time New Roman and font size 12 is required.
- Line Spacing must be 1.5 line.
- Left margin 4 cm, right margin 2.5 cm, top margin 2.5 cm, and bottom margin 2.5 cm.

(see sample below)