

# Assignment Preparation guidelines – OHS @ CQU

Strictly follow these guidelines when you prepare assignments:

- Type your assignment clearly.
- Use **double spacing**.
- Label sketches properly and neatly.
- Write on only one side of the paper.
- Utilise a table of contents and section headings where applicable.
- Use size A4 paper and leave at least a 3 cm margin. (This is the best format for both marking and photocopying.)
- Make a duplicate copy of each assignment. This overcomes any problems should your assignments ever be lost in transit, even though this rarely happens.
- Provide a title page and a front cover. Number each page of the assignment.
- Do not forget to sign the plagiarism statement on the cover sheet of your assignment.

## ***Report writing format***

Report writing format is required in many assignments related to occupational health and safety. It is recommended that learners seek out further information on formatting technical reports; however the following points provide a brief overview of sections for inclusion.

A formal report contains:

- title page, including identification of contents, date, author, and any circulation restrictions
- letter of transmittal or memo, addressed to the person requesting the report
- executive summary, containing brief points concerning the nature of the report, the method, the findings and the recommendations
- table of contents
- introduction, providing report background and aims, defining the scope and the limitations, the approach or method taken and the intended audience, defining specialist terms and giving instructions to the reader as required
- method, outlining the method of research, specific path of inquiry, investigation tools used
- results or findings—use subheadings
- discussion or analysis—combine with results for the assignments in the course
- conclusions—a short paragraph that summarises the findings
- recommendations—ensure these are action statements
- references (before appendices)
- appendices.

Depending on the length and complexity of the report, some of these sections may be combined or not required. Sub-sections, such as in the method section, will also vary according to what was undertaken. For example, the letter of transmittal may not be required for this assignment. Also, in some cases, conclusions and recommendations will appear in the same section. Marks are allocated to correct formatting, and the overall grade will be affected if the correct format is not used.