The purpose of this assignment is to give you an opportunity to write within the report format at the same time as thinking about the sort of organisation you may like to work for and the skills needed for an identified position in that organisation. Refer to the assessment task in the Course Outline with this resource which provides additional information to help you complete the assignment.

Research the organisation
Findings are the results of your search for information. To research an organisation that you are interested in working for:

- Look at Company web sites and other material e.g. Annual reports, media reports
- Compare organisations and select one that suits your preferences.

Use the library to locate different sources of information. You may also need to look for additional information to help you understand concepts such as ‘not for profit’ ‘organisational culture’ or ‘organisational structure’. This can be found in:

- The textbook
- Business dictionaries
- Journal articles
- Books

Take notes
When you have chosen a company read about it and make notes to fit under the three key sections of the assessment task. As you read and take notes:

- Construct a complete reference list in alphabetical order by author’s family name
- Keep information from sources together with their in-text references.
- Use the Harvard UniSA system.

✓ Company websites are written in ‘promotional’ language e.g ‘We attract, employ and develop people with exceptional skills who share our values and want to make a difference’ (BHP Billiton 2015). You will need to change this to language suitable for an academic audience. Words like ‘exceptional ‘and vague concepts like ‘want to make a difference’ are more suitable on a website than in an assignment. You might paraphrase this as: ‘The organisation aims to attract well qualified people who have ambition and drive’.

✓ To avoid plagiarism always take notes in your own words and paraphrase material rather than cutting and pasting it.

Write the Introduction
In this section, briefly provide information about the purpose of the report, and any relevant background information.

Write the Findings
The Findings section of a report is where you provide the key content of the report. For this task, you will need to include three sections corresponding to the three tasks of the assessment. Eg Professional industry standards; information about the organisation and relevant communication skills for the position.
Construct paragraphs
Build paragraphs based on the three sections of the assessment task but arrange the information under logical headings.

Use headings
Headings are useful in reports because they provide a short hand indication of the text that follows
- Choose headings that include the meaning of the content in the paragraph below them.
- Organise them in a logical order. Academic writing often uses a general → specific order
- Number headings in a hierarchical system
  e.g. 1 First level
      1.1 Second level
      1.1.1 Third level (Note: it is unlikely that you will need to use a third level of headings for this short report)
- Headings are numbered to show how they relate to each other. Make sure a lower level heading includes the meaning of the level above it.

Conclusion
In the conclusion briefly summarise your findings in one paragraph.

Write the recommendations
Recommendations are proposals for action – in this report they refer to actions that a person (maybe you?) would need to take to be eligible for the identified position. The recommendations must relate directly to the findings and conclusion of the report. You can write them as short statements in a dot point list.
E.g. If you have discussed the importance of IT skills for the identified position, one recommendation might be:
  - In order to develop IT skills the applicant should complete courses in Microsoft programs and Database management.

References
Don’t forget to include a list of the references, using the Harvard System.

Write the executive summary
Although this section appears first in the report, it is always written last in order to include a summary of the entire report. There should be no additional information.
- Briefly summarise the purpose of the report
- Summarise the key findings
- Restate the conclusion
- Summarise the recommendations

Reference

Useful links
*Harvard UniSA Guide*