## Community Project Report Writing: Getting Started

### Report Format

You need to ensure all of these sections are included in your report:

- Title Page
- Table of Contents
- Investigating
- Planning
- Taking Action
- Reflection
- Bibliography

### Title Page

<table>
<thead>
<tr>
<th>Photography in the Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>By: Student name</td>
</tr>
<tr>
<td>Supervisor: Mr. Smith</td>
</tr>
<tr>
<td>School name</td>
</tr>
<tr>
<td>School Code: 2026</td>
</tr>
<tr>
<td>Year 3</td>
</tr>
</tbody>
</table>

Your title page must include:

- Your name
- Title of your project
- School name
- School code—2026
- Supervisor’s name
- Year

### Table of Contents

You need to record the page number for where each section starts in your report. For example:

<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigating</td>
<td>3</td>
</tr>
<tr>
<td>Planning</td>
<td>4</td>
</tr>
<tr>
<td>Taking Action</td>
<td>8</td>
</tr>
<tr>
<td>Reflection</td>
<td>11</td>
</tr>
<tr>
<td>Bibliography</td>
<td>12</td>
</tr>
</tbody>
</table>
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Investigating (Criteria A): What to Write

- **State** your goal
- **Explain** why you chose this goal. You must refer to your personal interest.
- **Explain** why you considered the goal to be highly challenging. Think about the learning and challenge.

Identify (state briefly) highly relevant prior knowledge (subject-specific) and/or learning.

For each area of research, write the following:

- State the area of research.
- Explain what you learned, citing and evaluating multiple sources.
- Explain how you have applied your new learning to your project.
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Planning (Criteria B): What to Write

1. Explain why you developed your proposal for action to serve the need in the community.

2. Use the sub-heading “Action Plan and Self-management skills” and describe what you did from start to finish.

3. Explain how you organized your time and tasks, persevered and maintained your motivation, and used the skill of reflection to make decisions and keep your project progressing.
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**Taking Action (Criteria C): What to Write**

- **Detail the service you undertook as a result of the project.**

- **Using explanations and evidence/examples, demonstrate how you have used excellent communication and social/collaboration skills throughout your project.**
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**Thinking Skills**

Thinking skills are the mental processes we use to make sense of information before us, to generate new ideas, to draw conclusions, evaluate and analyze information and situations, etc. Below are some examples of thinking skill situations you may have encountered while completing your project.

- Gathering and organizing relevant information to develop an argument or point of view.
- Critically evaluate sources of information.
- Interpreting data.
- Drawing conclusions.
- Revising our understanding based on new information and evidence we have found.
- Considering ideas from other perspectives.
- Finding solutions to problems.
- Identifying obstacles and challenges.
- Using brainstorming and visual diagrams to come up with new ideas.
- Considering multiple alternatives or solutions.
- Using our existing knowledge to generate new ideas, products or processes.
- Creating original works and ideas or using existing works and ideas in new ways.

**Collaboration Skills**

Collaboration skills are focusing on how you work with other people to complete your project. Think about the people you worked with to complete your project, e.g. mentor, professionals, educators, etc. Reflect on how you interacted with them considering the skills below.

- Managing and resolving conflict.
- Making fair and equitable decisions.
- Listening actively to other people’s perspectives and ideas.
- Negotiating effectively.
- Giving and receiving meaningful feedback.
- Working effectively with others.

**Communication Skills**

Communication is the sharing of thoughts, messages, or information through speech, visuals, signals, writing or behavior. Below are some examples of communication skill situations you may have encountered while completing your project.

- Speak to others effectively.
- Effectively communicate your needs or argument.
- Using different forms of communication e.g. e-mail, phone, interview.
- Read a variety of sources for information.
- Make inferences and draw conclusions.
- Take effective notes.
- Organize information logically.

These are examples of each skill that you may consider writing about in your report. You DO NOT write about them all. Only the ones applicable to you and your project.
### Reflecting (Criteria D)

<table>
<thead>
<tr>
<th>0</th>
<th>1-2</th>
<th>3-4</th>
<th>5-6</th>
<th>7-8</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evaluate the quality of the service against the proposal.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Reflect on your key learning about your project area.**
**Reflect on your key learning about your global context.** |
| **Hint: Make sure you give examples from your project.** |
| **Reflect on your development of ATL skills.** |
| **Hint: Make sure you give examples from your project.** |