

Assessment papers for:

Academic Skills Unit: H60C 45

Deadline for submission for each task with explanation and examples for each task.

Task 1: This task is to declare on paper as to the topic to research in name only.

Example: Top 10 smartphones

Deadline for Task 1: 20th March 2019

Task 2: This task is the planning of investigations / research.

- (a) Describe the key points within the topic (moving more into detail of each part of the topic and what you need to find information). This should include facts, figures, information, stories, articles, images, legalities and anything else that can provide some good data.

Example:

- *find out which smartphones are common across all sources, and why*
- *research the manufacturers of smartphones*
- *find articles as to use of smartphones and which ones are mentioned most*
- *obtain stories from users as to their use of smartphones and their likes / dislikes*
- *find out how many smartphones of each model are sold in different countries*
- *look at the criteria used by reviewers in magazines and books as to how they have reviewed and why the smartphones are rated, listing the parts of smartphones*
- *make a recommendation based on the information found*

- (b) Describe the research tools you intend using, such as search engines (use a few) with a note of all the keywords or phrases (search criteria), databases, book index, magazine publisher listings of editions and all other research tools you can think.

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Example:

- search engines Google & Bing with keywords: smartphones, "best smartphone", recommended, "top 10 smartphones"
- Computer magazine publishers and their listing of editions of magazines
- Database in the library of books related to smartphones and technology
- Book "Best Smartphones" author "Annette Curtin" published by "Big Book Publishing, London". I will use the index.
- Book "Smartphones I love" author "Candy Mann" published by "Smart Publishers", New York. I will use the index.
- Content pages of magazines (Internet and Technology Magazine, Moby Smart Magazine, Smartymoby Magazine)

- (c) List the planned sources with brief details. This should be the likes of the worldwide web, email, ftp sites, books, newspapers, magazines, news articles, forums, interviews, people, groups of people and any other sources. List the actual sources.

Example:

- Web pages ... (list web pages)
- PC magazines and Internet Magazines
- Newspapers (The Herald, The Scotsman mobile phone reviews)
- FTP site <ftp://ftp.mobysmart.com>

Deadline for Task 2: 24th April 2019

Task 3: This is the carrying out of research. Using the plan and actually locating and gathering all that information that is relevant to your research. Plenty of research should be carried out, gathering everything into your folder and noting each part. This should include all the sources of information detailed in the plan from Task 2 (c) and anything else. You can make a note of anything that is additional to the plan.

- (a) Record all the information that has been collected. Make notes and show extracts. In other words, gather all the research together from all sources with plenty of information required for your folder. List everything down on paper as to what has been gathered and from where it was located. For example, it could be a copy of a newspaper article, a magazine article, a printout of a web page or part of a web page, transcription of an interview with a group or individual, printout of an online forum containing the information, a letter, an email or anything else that contains information. Again, plenty of research with plenty of information obtained.

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Example:

- I did a Google search for top 10 smartphones, checked the date of the information and then selected the following sites:

<http://www.techradar.com/news/phone-and-communications/mobile-phones/20-best-mobile-phones-in-the-world-today-645440>

<http://www.stuff.tv/smartphones/top-ten>

http://www.uswitch.com/mobiles/#/compare_mobile_phones

These three websites are all well-known authentic sites which give good comparison/review information using similar criteria. These sites were also in the top ten Google results which show their popularity.

*Techradar — good overview of why the review was done, discusses the main features of each phone including price, and ranked upwards from 10 to 1 (1 being the best)
Number 1 — HTC One M8.*

*Stuff — listed in order of the best from 1 down to 10 with links to detailed reviews of each phone
Number 1 — HTC One M8.*

Uswitch — starts off with each phone specification laid out side by side for comparison of features which makes it easier for visitors to see the differences.

*Further down the page is information for different types of users, depending on what features you prefer on your phone, or what you tend to use your phone more for
Number 1 — iPhone 5S.*

(NOTE: printouts, screenshots and hard copy articles themselves should be submitted into your folder, plenty of information should be gathered together and listed / noted).

(b) List the sources of information actually used during research.

Example:

- <http://www.techradar.com/news/phone-and-communications/mobile-phones/20-best-mobile-phones-in-the-world-today-645440/10#articleContent> (accessed on date and place noted)

- <http://www.stuff.tv/smartphones/top-ten> (as above referencing)

- <http://www.uswitch.com/mobiles/> (as above referencing)

- PC Magazine (reference the publisher, edition and the article name, pages)

- SmartyPhone magazine (as above)

- Book (reference the book here)

- The Herald Newspaper (reference the date of newspaper and page)

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(c) List the actual research tools used.

Example:

Websites — Google and Bing search engine

Keywords — top 10 smartphones in the UK, “smart phones”, “best smart phones”

Magazine — contents page

Newspaper — contents page

Deadline for Task 3: 1st May 2019

Task 4: Presenting findings from research into a document, formatted and altered after proofreading. **Generate a report**, fully formatted, a really nice finished document.

- (a) On a separate document for this task, you should commence the report, make a note of the key points from Task 2a and organise the information to relate to each of the key points of the research topic areas to which you investigated. Ensure you use headings and sub-headings.
- (b) Use software to present your findings. Use Microsoft Word with a front cover sheet, table of contents, introduction, headings / sub-headings for each key point of investigation, present your findings correctly formatted, page numbers, header and footer. A nicely polished document, a report with a conclusion and findings.
- (c) Citations (referencing of all content, acknowledging the source) throughout the report whenever articles, copyrighted material, books, web pages or anything else has been quoted. Finish the document with a bibliography listing all sources correctly and in order.
- (d) Proof read your document. Keep the original separate and saved. Then, edit your a copy of your work, showing the changes (maybe use the review > track changes). Update the document, ensuring spelling and grammar is checked again. Make changes to the document and ensure the track changes lists all the changes. Changes can be spelling being corrected, re-wording, moving items around, changing the font to highlight certain text (bold, italics, colour), updating fields, updating text and ensuring everything reads well. Check spelling and grammar throughout, ensuring all corrections made and the final document is saved as another file.
- (e) Submit both the original and edited versions of the document. This will evidence original has been edited and a record of the edits.

Deadline for Task 4: 15th May 2019