

**GEOGRAPHY DEPARTMENT**

**2020**

**PROJECT WRITING GUIDELINES TO GEOGRAPHY PORTFOLIO RESEACH TASK**

**(LITERARY Research Project)**

**Assessor: Mr. A Magadza Moderator: Mrs Mbijekana­**

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**PROJECT TITLE:** Analysis of, and investigation into sugar production in South Africa.

1. **Title/Topic**

* This should appear on the front page and should be written in capital letters

and centred

* On the cover it may be necessary to include a picture relevant to the subject being discussed
* Your name (author) should appear on the same page
* Write the name of your school and the year

1. **The research hypothesis**

* This **is the idea** (what you want to prove or disprove)
* For example- “The majority of the people who work in Mdantsane are in the informal sector”. This is an idea which can only be proved correct or wrong after you carry out the research.

1. **The aim/general objective or goal**

* It is a statement that sums up what the project intends to achieve/accomplish. In short goals are broad statements for the project’s intention. For example-To **investigate** the operation of the informal sector in Mdantsane or to **prove** that…….

1. **The specific objectives: these help you to**

* **Focus** on the study and guide the study activities
* **Prevent** the collection of unnecessary information that would not help you understand the problem**.**
* It helps **organise** the study in clearly defined parts or phases

Examples (Written as an action phrase)

* To identify…………
* To analyse…………
* To assess…………
* To carry out…………
* To make recommendations on…………

1. **Study Area**

* This is the area you have chosen to carry out your investigation.
* Briefly describe where it is found in relation to the region for example historical background, geographical position/ location in South Africa, province, district, size in relation to the other towns/cities or villages of the province.
* You can also include information on the population of the area.
* A map of the area is normally included.

1. **Methodology**

* Shows how you are going to achieve your stated objectives.
* It describes all the activities that are needed to achieve the specific objectives of the project.
* Data collection techniques include :

1. Observation (use of the eye).
2. Administering written questionnaires (Remember to include copies of the questionnaires as an annex in your final report.
3. Interviews (face to face), also attach questions used and the answers.
4. Use of available data or desk study: obtaining information about your study without physically going out to the field from textbooks, maps, magazines, pamphlets, internet etc. Libraries are an important source of information during this period.
5. **Results and Discussion**

This is the most important section of the project and therefore simplicity and clarity is required. This section tells the reader what you obtained and what it means.

* Open with a paragraph which summarises what the section contains.
* Present and discuss all the findings relating to EACH OBJECTIVE you set at the beginning.
* Enrich the description of the findings with tables and graphs, which summarize the finding, diagrams, sketch maps, photos (well referred to and explained with title below or above highlighting what they are showing. Do not simply paste photos in your report without referring to them).
* In your discussion highlight the similarities and differences of your findings with other researchers done before. ( Literature Review elements) **Highlight the new knowledge that is being added by your project.** (that is what makes it a research project)

1. **Conclusion**

This should be based logically from the evidence provided in the results section.

NB: The conclusion should be based on the ACTUAL RESULTS THAT WERE OBTAINED NOT ON WHAT THE RESULTS WERE SUPPOSED TO BE.

The conclusion can be based on the specific objectives that were being investigated stating whether they were achieved or not.

1. **Recommendations**

* These are the suggestions on how the problem that was being investigated can be lessened or reduced if not removed.
* They are ideas that should be sent to implementers e.g. the town council officials to consider incorporating into everyday practice.
* A recommendation is expected to be implemented and therefore should always include WHO is expected to do WHAT and WHEN.

1. **References/ Bibliography**

This section contains all published material that you used

* This may include information from the internet, previous student’s projects, textbooks and other related material. It is an offence not to quote any information that you used in your project. The scientific term for this is PLAGIARISM. Have a consistent way of referencing your material and writing your reference list e.g.

\* The HARVARD: Author’s Surname, Initial (year of publication) Title (Italics). Place of Publication, Publisher Name.

\*Internet format: Author/editor Surname, Initial (year) Title [online]. Edition. Place of Publication, Publisher. Available from: URL [Accessed Dated]

NB: Arrange the bibliography in one alphabetical sequence, irrespective of the type of the source.

1. **Annexes**

These are essential additional information enabling readers to follow your research and data analysis e.g. questionnaires and tables referred to in the text, maps and so on.



**Progress Report:**

**Grade 12 Geography Project for 2020**

The following information must be submitted on the dates below to monitor the progress of your project.

1. Topic & hypothesis must be formulated. 20 April 2020\_\_\_\_\_\_\_\_\_
2. Planning decisions on data collection. 28 April 2020\_\_\_\_\_\_\_\_
3. Observation and collection of data. 15 May 2020\_\_\_\_\_\_\_\_
4. Analysis with interpretation and conclusions. 29 May 2020\_\_\_\_\_\_\_\_
5. First draft. 08 June 2020\_\_\_\_\_\_\_\_
6. Final project. 15 June 2020\_\_\_\_\_\_\_\_\_\_

**Project report format**

**Your report must be typed using the following format**

* page margins of 2,5cm
* type font: Arial 12 or Times New Roman 12
* single line – 1,5
* text must be justified
* word count not exceeding 3000 words- 6½ × A4 typed pages.
* All pictures and information should be referenced suitably, example diagram 1 or photograph 1 or graph 1 with the web page or acknowledgement of the photographer or individual who made the graph.
* All sources must be listed in a bibliography.
* The above requirements should be adapted for different media.
* Plagiarism is unacceptable and the learners must produce their own work.
* NB! All language in your work must be edited. Marks will be deducted for spelling mistakes

**Project marks according to the marking rubric**

* + **A:** Introduction: Aims and Objectives **(15)**
  + **B:** Data collection and Recording **(20)**
  + **C:** Data Presentation **(20)**
  + **D:** Analysis **(20)**
  + **E:** Conclusion and Evaluation **(10)**
  + **F:** Planning and Organisation **(15)**

**100**

**NB! The weighting of this project is 25% of your portfolio mark.**

**EXTRA INFORMATION – RESEARCH PROJECT**

1. **Table of contents**

* Use your marking rubric for the classification of your contents.
* Make sure that all page numbers are correct.

1. **Project**

**A: Introduction: Aims and objectives**

* The hypothesis consists of ONE SENTENCE. Change the topic given to you into a statement for your hypothesis.
* Discuss each section as indicated in the Table of Contents.
* Indicate the order in which you have done the research project for example: Initially, I identified the websites, then I sent emails to the following people, etc.
* Each map, diagram or picture must have a reference and must be numbered for example:

**B: Data collection and recording**

* How did you collect your data for each factor?
* What types of recording did you use for each factor - Newspaper, internet or email or phone calls, or all?
* List the problems you experienced while collecting the data.

**C: Data presentation**

* All charts, graphs, photographs, newspaper articles, etc. you will use in your analysis should be placed in this section.
* You must number your diagrams and provide each one with a reference.
* Use as many different types of data as possible.

**D: Analyses (No diagrams in this section!)**

* Discuss all four factors here.
* Refer to your data for example: “. . . . as indicated by diagram 6 on page 4”.
* Refer to newspaper articles where information is quoted for example: . . . according to Mr P O'Flaherty, CEO of Arcelor Mittal.

**E: Conclusion and evaluation**

* Evaluate each one of the four factors.
* Summarise your results.
* Were there certain things that limited your information such as people’s values and / or attitudes?
* Indicate whether hypothesis is proved correct.