

Report Headings	Check list for Task 2: Research Project	Tick when completed
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Title	Decide on your title Make sure to include the title at the start of your report	
	<ul style="list-style-type: none"> • Your centre number • Your centre name • Unit code and title (GAL31: Contemporary issues in Agriculture and Land Use) 	

Introduction / Analysis of Issue	Planning Make sure that you have included:	
	The issues around your research project	
	A justification for the issue that you have decided to research further	
	A range of primary and secondary sources <ul style="list-style-type: none"> • Primary data is what you measure/observe/ collect yourself • Secondary data is information you get from books, newspapers, websites etc. 	
	A plan of what you are going to do.	
	Dates of targets and deadlines for what you plan to do.	

Data Collection	Data Collection: Primary and Secondary Research Make sure that you have:	
	Collected data from primary and secondary sources	
	Included a range of suitable information and findings from primary and secondary sources	
	Justified the research methods that you used to obtain suitable information and data	
	Data Collection: Research Findings Make sure that you have:	
	Recorded reliable research findings that are appropriate and relevant to your project	

Presentation	Analysis and conclusions: Presentation and Analysis of Findings Make sure that you have included:	
	Your results in a suitable format such as a table with appropriate headings. (It's better is you design the table or other format yourself)	
	Graphs/charts/other graphical techniques showing your results.	

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Discussion and Conclusion	Analysis and conclusions: Presentation of Conclusions based on the findings Make sure that you have:	
	A conclusion <ul style="list-style-type: none"> • based on what you have found out in your research /a review of your research • linked to the research findings 	

Evaluation	Evaluation Make sure that you have:	
	Evaluated all aspects of your investigation	
	Suggested how you could have improved on the methods that you used (looking back).	
	Suggested further research relevant to your project (Having done this project, what do you think would be useful to find out more about, linked to this project?)	

At the End	You also need to include:	
	References You need to reference all sources, including internet sources.	