

Introduction Session 05

Lecture Title: Assignments in Detail



Lecturer: Mr Angelito Sciberras

Date: 8 March 2023

Undergraduate Diploma in
Business Administration

Course Resource Centre

<https://www.advisory21.com.mt/download/undergraduate-diploma-in-business-administration-resource-centre-october-2022>

- *policies and procedures*
- *information related to the study programme*
- *indicative schedule of each module's lectures*
- *access to module's, lectures' plan (gradually populated)*
- *academy's communications*
- *assignments' titles*



Assessment Methods

- *Self-Assessment - 10%*
 - *20 multiple choice questions*
 - *1st session of each module and session 8*
- *In-Class Group Presentation - 20%*
 - *5 groups of 5*
 - *Question/s to address - Course Resource Centre*
- *Reflective Notes - 5%*
 - *About the in-class group presentation*
- ***Assignment - 65%***
 - *1,200 words*
 - *Question/s to address - Course Resource Centre*



Assessment Methods

- *Module Assignment - 65%*
 - *1,200 words*

- *Re-Sit Assignment - 100%*
 - *1,700 words*

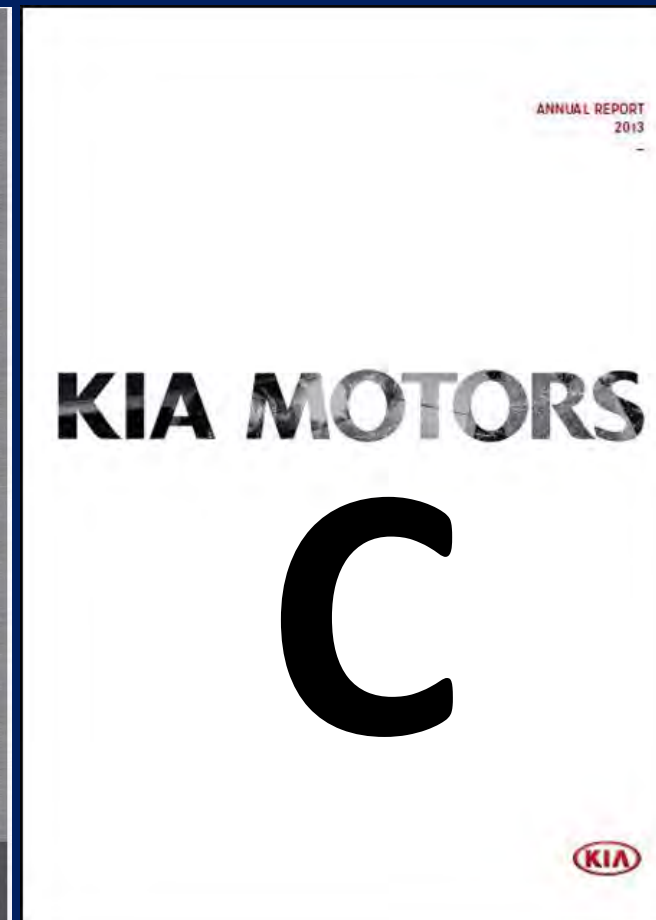
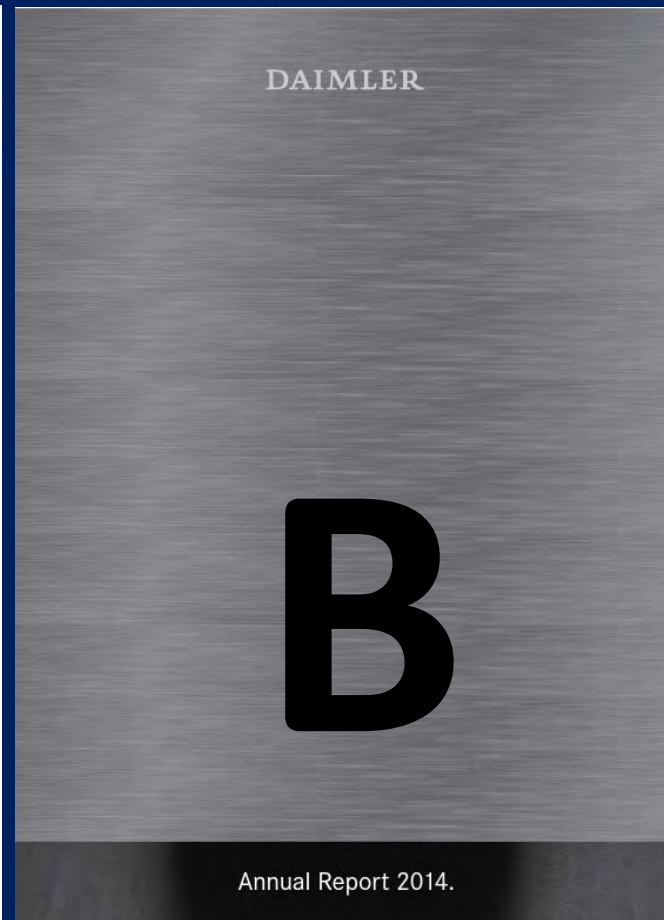
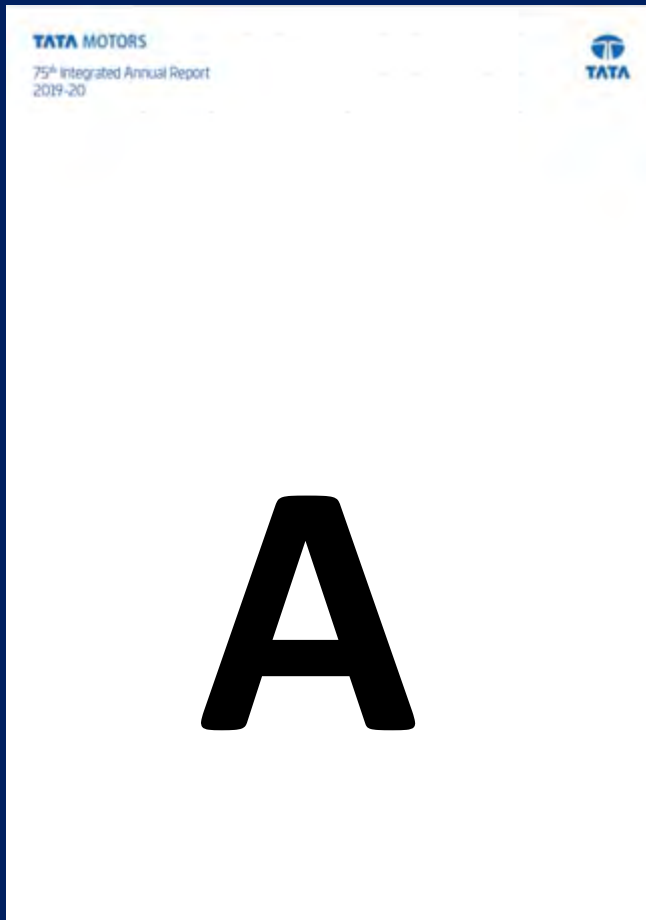
- *Project Assignment - 100%*
 - *7,000 words*



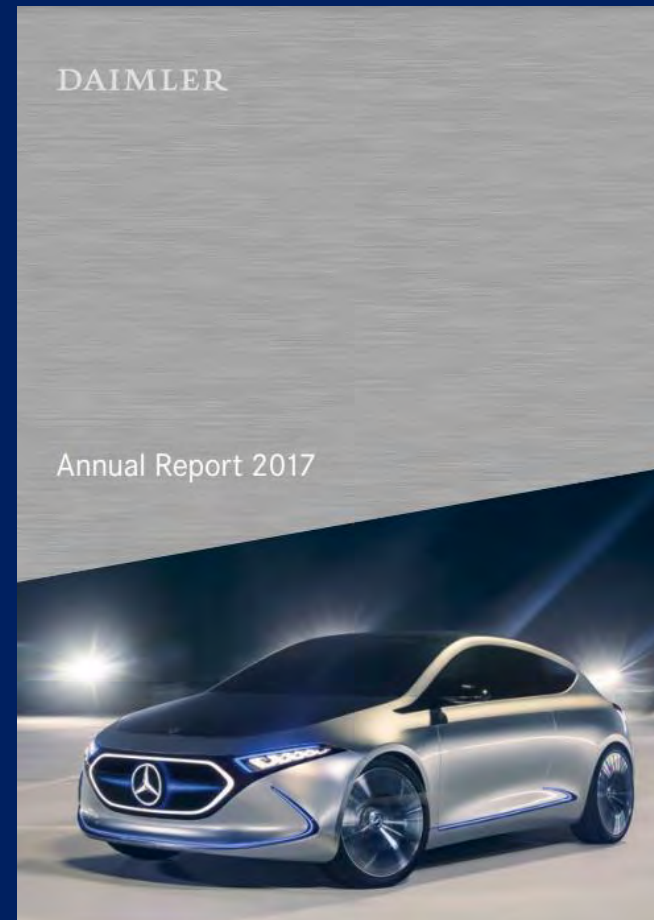
Choose a free car



From the cover page of the Annual Report



The Annual Report of a reputable car manufacturer



Your Assignments



Your Assignments

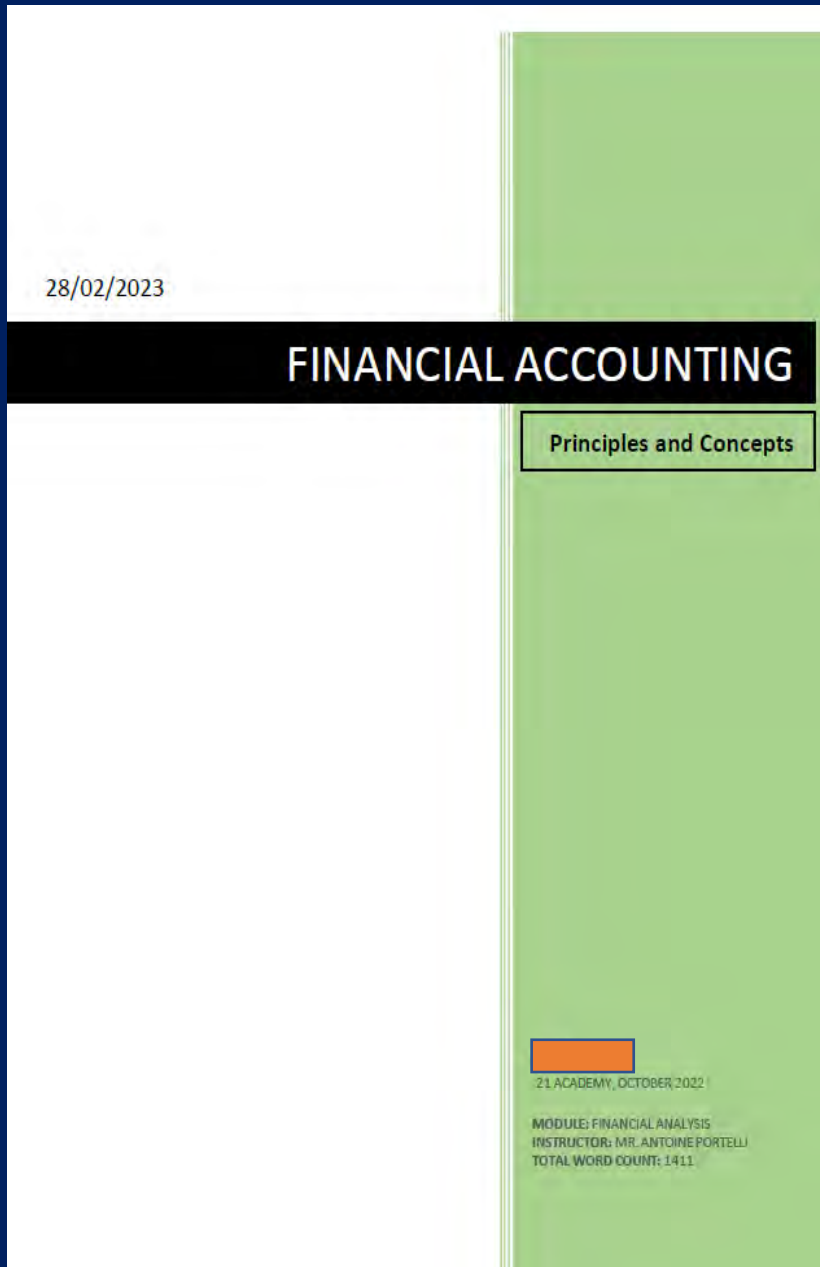
The function of a title or cover page is that it allows the reader to identify your work at a glance, but it can also help your assignments to look neater and more professionally put-together.



Submission Order

- Assignment Submission Form – indicate question you are answering
- Cover Page
- Contents Page
- Answer
 - Times New Roman
 - Size 12
 - 1.5 line spacing
 - Justified
- References





	5 marks
Cover Page	Title, Student's Name, Teacher's Name, Course Intake month and year, Submission Date, Neatly finished-no errors



FINANCIAL ANALYSIS



Financial Analysis

[fə-'næn(t)-shəl ə-'nɑ:l-ə-səs]

The process of evaluating businesses, projects, budgets, and other finance-related transactions to determine their performance and suitability.

Investopedia

21- ACADEMY,

October:2022

MODULE: FINANCIAL ANALYSIS

LECTURER: MR.

FINANCIAL RATIO

Diploma in Business Administration

(October 2022 Intake)



Submitted to :
Mr. Antoinet Portelli

Submitted by :

FINANCIAL RATIOS

1



Financial Analysis

To Mr Antoine Portelli

Presented by:



Title	Financial analysis
Student name and number	[Redacted]
Teacher name	Mr Antoine Portelli
Course Intake	October,03,2022
Submission Date	23/02/2023

Financial analysis

To mr. Antoine Portelli

Name - [Redacted]

01-Mar-23

Undergraduate diploma in business administration

Course intake – 03 oct 2022



PRESENTED BY: [Redacted]
STUDENT NO. [Redacted]
DIRECTOR – ANGELITO SCIBERRAS

PRESENTED TO
MR. ANTOINE PORTELLI

3/2/2023

Financial analysis

Principles of Financial Accounting

21 ACADEMY,OCT 2022
MODULE:- FINANCIAL ANALYSIS
INSTRUCTOR:- ANTOINE PORTELLI
TOTAL WORD:1200

WRITTEN ASSIGNMENT ON

FINANCIAL ANALYSIS

21 ACADEMY,2022
Undergraduate Diploma in Business Administration: Intake October 2022
SUBMITTED TO : MR.ANTOINE PORTELLI
SUBMITTED BY: [REDACTED]
STUDENT NO.: 28
TOTAL WORD COUNT: 1412

WRITTEN ASSIGNMENT ON

FINANCIAL ANALYSIS

[REDACTED]
STUDEN [REDACTED]
TEACHER: MR.ANTOINE PORTELLI
21 ACADEMY,2022





PRESENTED BY



PRESENTED TO
ANTOINE PORTELLI



PRESENTED BY [Redacted]
STUDENT NO [Redacted]
PRESENTED TO - ANTOINE PORTELLI
INTAKE - OCTUBER 2022
SUBMISSION - 2 MARCH 2023

[http://Joe. T. \(1991\)](http://Joe.T.(1991))

3 | Page



FINANCIAL RATIOS

DIPLOMA IN BUSINESS ADMINISTRATION
(OCTOBER 2022 INTAKE)



Submitted to - Mr Antoine Portelli

Submitted by -

FINANCIAL RATIOS

DIPLOMA IN BUSINESS ADMINISTRATION
(OCTOBER 2022 INTAKE)



Submitted to - Mr Antoine Portelli

Submitted by -

**WRITTEN ASSIGNMENT
ON**

**FINANCIAL
ANALYSIS**

21 ACADEMY,2022
Undergraduate Diploma in Business Administration
TEACHER: MR.ANTOINE PORTELLI
STUDENT [REDACTED]

WRITTEN ASSIGNMENT
ON

FINANCIAL
ANNALYSIS

21 ACADEMY,2022
Undergraduate Diploma in Business Administration
SAHIL [REDACTED]
STUDENT [REDACTED]
TEACHER: MR.ANTOINE PORTELLI

Contents:

- 1. Meaning of Accounting Information.....2
- 2. Users of Accounting Information.....2
- 3. Internal Users of Accounting Information.....3





Undergraduate Diploma in Business Administration: Intake October 2022

Assessment Task: Written assignment based on chosen questions	
Module: <i>Financial Analysis</i>	Tuition Centre: 21 Academy Licence Number: 2018-017
Level: Award MQF Level 5	Student Name: RAHUL
Date: 01/03/2023	Student Number: 18
Assignment Deadline: 2 March 2023	
<p>Task The purpose of this unit is to develop an understanding of a particular topic you will write about which forms part of the Financial Analysis process.</p> <p>Note This assessment provides students with an opportunity to put into practice the relevant provisions in relation to the topic they choose to write about forming part of the Financial Analysis process.</p> <p>Note You should plan to spend approximately 20 hours researching the assignment question, preparing for and writing the assignment for assessment. The nominal word count for the assignment is 1,200 words. You are expected to use the Harvard referencing style.</p>	
Choose 1 question from the following:	
<p>Question 1: Outline the following financial ratios, covering in detail how to calculate the ratios, their importance, use and meaning, and the limitations of each of the ratios:</p> <ul style="list-style-type: none"> • Acid-Test Ratio • Asset Turnover Ratio • Average Inventories Turnover Period • Average Receivables Settlement Period • Current Ratio • Earnings per Share • Gearing Ratio • Gross Profit Margin • Interest cover ratio • Return on Capital Employed • Return on Equity 	
<p>Question 2: Explain the principles and concepts of Financial Accounting, giving details and examples of each; their relevance; and any limitations that the application of such principles and concepts have on businesses in today's world.</p>	
<p>Question 3: Identify the main internal and external users of accounting information of a business, with special emphasis on the type of information each group requires. Give detailed examples of why the users would require such information, and what limitations, if any, exist in providing such data</p>	
Pass Mark - 50%	Total Assignment Weighting - 65%
By submitting I confirm that this assessment is my own work	
Mark:	Signature: <main assessor>
Date	Signature: <quality assurance>

Undergraduate Diploma in Business Administration: Intake October 2022

Assessment Task: Written assignment based on chosen questions

Module: *Financial Analysis*

Tuition Centre: 21 Academy

Licence Number: 2018-017

Level: Award MQF Level 5

Student Name: [REDACTED]

Date: 02/03/2023

Student Number: [REDACTED]

Assignment Deadline: 2 March 2023

Task:

The purpose of this unit is to develop an understanding of a particular topic you will write about which forms part of the Financial Analysis process.

Note

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Choose 1 question from the following:

Question 1:

Outline the following financial ratios, covering in detail how to calculate the ratios, their importance, use and meaning, and the limitations of each of the ratios:

- Acid-Test Ratio
- Asset Turnover Ratio
- Average Inventories Turnover Period
- Average Receivables Settlement Period
- Current Ratio
- Earnings per Share
- Gearing Ratio
- Gross Profit Margin
- Interest cover ratio
- Return on Capital Employed
- Return on Equity

Question 2:

Explain the principles and concepts of Financial Accounting, giving details and examples of each; their relevance; and any limitations that the application of such principles and concepts have on businesses in today's world.

Question 3:

Identify the main internal and external users of accounting information of a business, with special emphasis on the type of information each group requires. Give detailed examples of why the users would require such information, and what limitations, if any, exist in providing such data

Pass Mark - 50%

Total Assignment Weighting - 65%

By submitting I confirm that this assessment is my own work

Signature: <main assessor>

Mark:

Signature: <quality assurance>

Date

Undergraduate Diploma in Business Administration: Intake October 2022

Assessment Task: Written assignment based on chosen question	
Module: <i>Financial Analysis</i>	Tuition center: 21 Academy
Level: Award MQF Level 5	Student Name: [REDACTED]
Date:	Student Number: [REDACTED]
Assignment Deadline: 2 March 2023	
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Pass Mark- 50%	Total assignment Weighting-65%
By submitting I confirm that this assessment is my own work	
Mark:	Signature:
Date:	Signature:



Submitting Assignments



Assignment Questions

Undergraduate Diploma in Business Administration: Intake October 2022

Assessment Task: Written assignment based on chosen questions	
Module: <i>Creating a Business</i>	Tuition Centre: 21 Academy Licence Number: 2018-017
Level: Award MQF Level 5	Student Name:
Date:	Student Number:
Assignment Deadline: 24 November 2022	
Task	
The purpose of this unit is to develop an understanding of a particular topic you will write about which forms part of the process to Create a Business.	
Note	
This assessment provides students with an opportunity to put into practice the relevant provisions in relation to the topic they choose to write about forming part of the process to Create a Business.	
Note	
You should plan to spend approximately 20 hours researching the assignment question, preparing for and writing the assignment for assessment. The nominal word count for the assignment is 1,200 words. You are expected to use the Harvard referencing style.	
Choose 1 question from the following:	
Question 1:	
Identify a product of your choice which has not been used or mentioned during any of the module's sessions. Briefly describe the product and its use and apply a SCAMPER on the product. Your assignment should also include information on SCAMPER and the reasons for which it is used.	
Question 2:	
Identify a known car manufacturing company, excluding Tesla, of your choice. Perform a SWOT analysis on the company followed by an Opportunities Analysis and suggest new strategy for the company based on your findings. Your assignment should also include information on SWOT and Opportunities approach and the reasons for which they are used.	
Question 3:	
The famous Indian brand, Allen Solly, is looking into the possibility of opening a store in Malta. Conduct a PESTEL analysis and follow up by compiling a list of Opportunities and Threats and draw your conclusions from the analysis. Your assignment should also include information on PESTEL analysis and the reasons for which it is used.	
Pass Mark - 50%	Total Assignment Weighting - 65%
By submitting I confirm that this assessment is my own work	
Mark:	Signature: <main assessor>
Date	Signature: <quality assurance>

What are the steps you follow after having received the assignment questions?

05:00

Assignment Questions

21 ACADEMY	
Undergraduate Diploma in Business Administration: Intake October 2022	
Assessment Task: Written assignment based on chosen questions	
Module: <i>Creating a Business</i>	Tuition Centre: 21 Academy Licence Number: 2018-017
Level: Award MQF Level 5	Student Name:
Date:	Student Number:
Assignment Deadline: 24 November 2022	
Task The purpose of this unit is to develop an understanding of a particular topic you will write about which forms part of the process to Create a Business.	
Note This assessment provides students with an opportunity to put into practice the relevant provisions in relation to the topic they choose to write about forming part of the process to Create a Business.	
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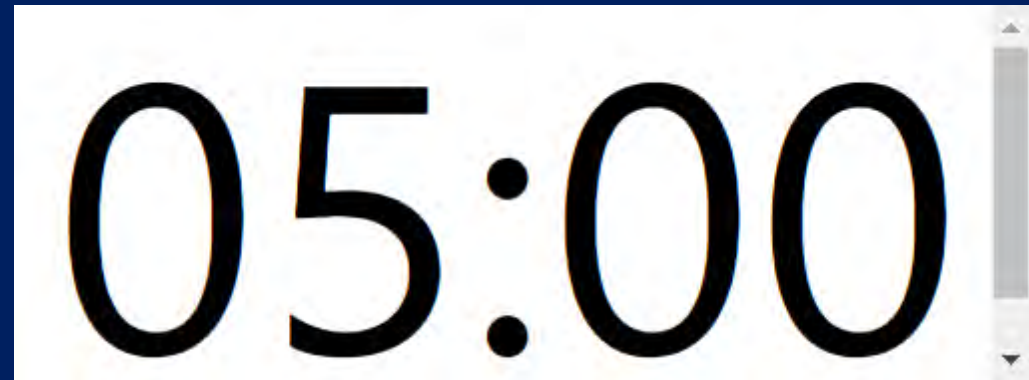
- Read ALL the instructions
- Check deadline
- Read questions WELL
- Think about ALL of them



Assignment Questions

21 ACADEMY	
Undergraduate Diploma in Business Administration: Intake October 2022	
Assessment Task: Written assignment based on chosen questions	
Module: <i>Creating a Business</i>	Tuition Centre: 21 Academy Licence Number: 2018-017
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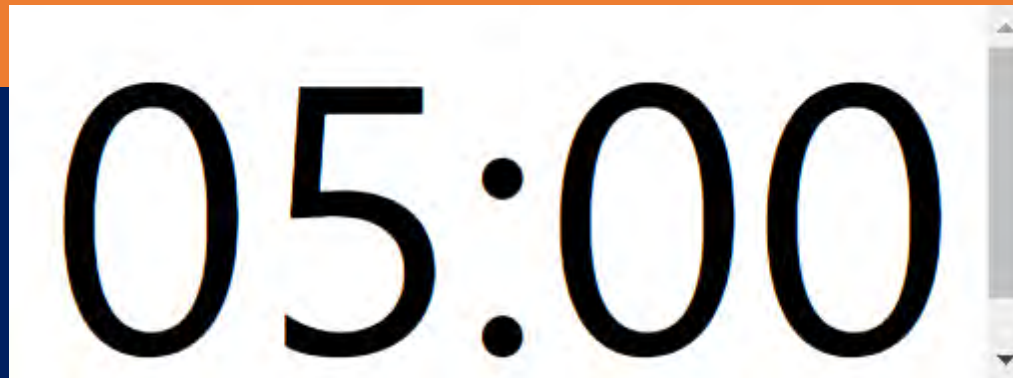
You have decided which question to answer. What do you do next?



Keywords

Identify the key words in this assignment question?

Identify a product of your choice which has not been used or mentioned during any of the module's sessions. Briefly describe the product and its use and apply a SCAMPER on the product. Your assignment should also include information on SCAMPER and the reasons for which it is used.



Keywords

Identify the key words in this assignment question?

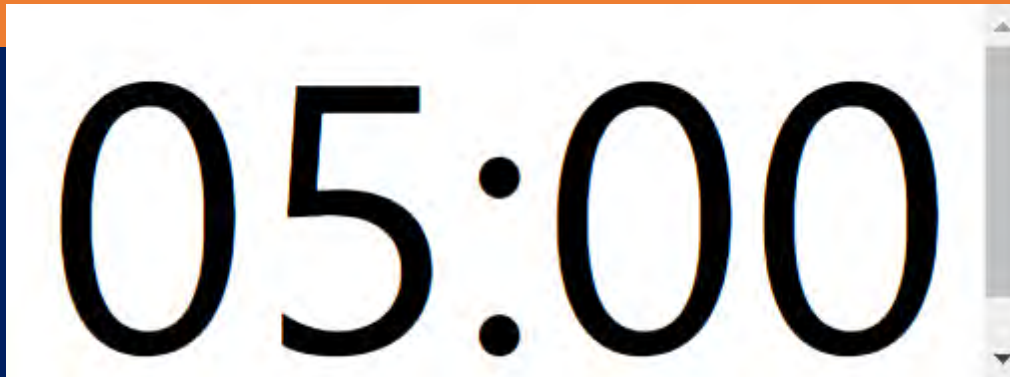
Identify a **product** of your choice which has not been used or mentioned during any of the module's sessions. Briefly **describe** the product and **its use** and apply a **SCAMPER** on the product. Your assignment should also include **information** on SCAMPER and the **reasons** for which it is used.



Keywords

Identify the key words in this assignment question?

You have been tasked with the development of a learning and development plan for a company of your choice. Present a report of how you will go about developing and implementing this plan, taking into consideration the various aspects involved in this process to ensure that any training identified and provided is effective.



Keywords

Identify the key words in this assignment question?

You have been tasked with the development of a **learning and development plan** for a company of your choice. Present a **report** of how you will go about **developing and implementing** this plan, taking into consideration the various aspects involved in this process to ensure that any training identified and provided is **effective**.



Report

Headings and subheadings: Reports are typically broken up into sections, divided by headings and subheadings, to facilitate browsing and scanning.

Use numbering

1. Heading

1.1 Sub Heading

1.1.1 Sub Sub Heading



Keywords

Identify the key words in this assignment question?

Explain the principles and concepts of Financial Accounting, giving details and examples of each; their relevance; and any limitations that the application of such principles and concepts have on businesses in today's world.

05:00

Keywords

Identify the key words in this assignment question?

Explain the **principles and concepts** of **Financial Accounting**, giving **details** and **examples** of each; their **relevance**; and any **limitations** that the application of such principles and concepts have on businesses in **today's** world.





Research

What are the sources you are using to research the answers to the assignment question?

05:00



Research

What are the sources you are using to research the answers to the assignment question?

- Lecture Notes
- Books
- Internet
 - Google Scholar
 - Journals

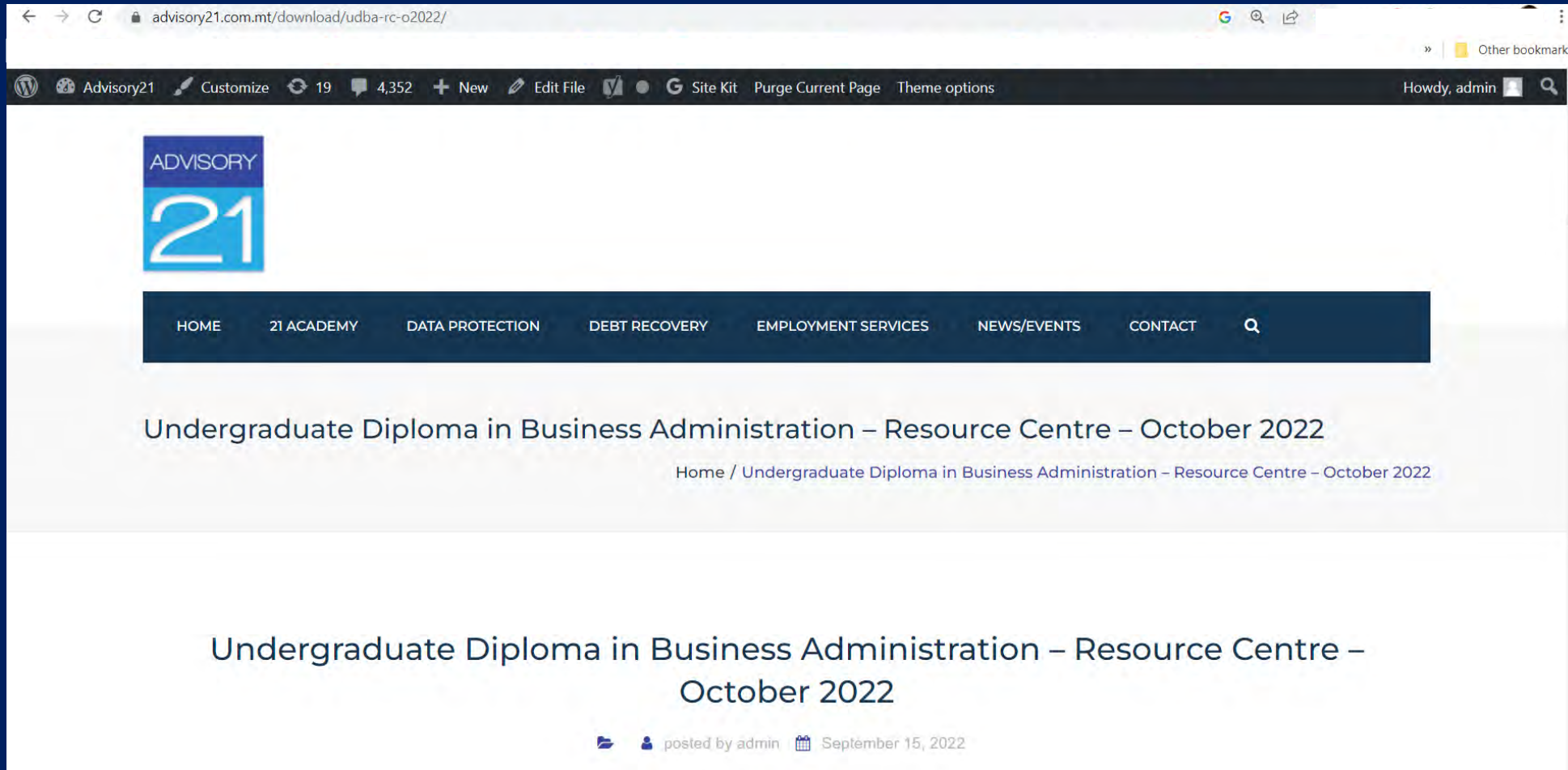


Research

Lecture Notes


Explain the **principles and concepts** of **Financial Accounting**, giving **details** and **examples** of each; their **relevance**; and any **limitations** that the application of such principles and concepts have on businesses in **today's** world.





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Undergraduate Diploma in Business Administration – Resource Centre – October 2022

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posted by admin September 15, 2022



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Search:

Lecture	Date	Time	Presentation	Notes (If Any)
Lecture 01	21 January 2023	09:00 to 17:00hrs	Presentation 01	
Lecture 02	25 January 2023	17:30 to 20:30hrs	Presentation 02	
Lecture 03	28 January 2023	09:00 to 17:00hrs	Presentation 03	Class Work
Lecture 04	01 February 2023	17:30 to 20:30hrs	Presentation 04	
Lecture 05	04 February 2023	09:00 to 17:00hrs	Presentation 05	Group Work
Lecture 06	08 February 2023	17:30 to 20:30hrs	Presentation 06	
Lecture 07	11 February 2023	09:00 to 17:00hrs	Presentation 07	
Lecture 08	15 February 2023	17:30 to 20:30hrs	Presentation 08	
Lecture 09	18 February 2023	09:00 to 12:00hrs	Presentation 09	
Lecture 10	22 February 2023	17:30 to 20:30hrs		
Lecture 11	25 February 2023	09:00 to 12:00hrs		

https://www.advisory21.com/mt/wp-content/uploads/2023/01/Financial-Analysis-Oct-2022-Lect-01.pdf



Today's Agenda



Self- Assessment –
Part 1



Accounting
Principles &
Concepts



Accounting Theory



Business Set-Ups
and Formats



Books of Account



Financial
Statements

Accounting Principles

- All users will see the same financial statements
- Principles – to provide consistent usable financial statements
 - Relevance
 - Reliability
 - Comparability
 - Understandability



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Research

Lecture Notes

Identify a **product** of your choice which has not been used or mentioned during any of the module's sessions. Briefly **describe** the product and **its use** and apply a **SCAMPER** on the product. Your assignment should also include **information** on SCAMPER and the **reasons** for which it is used.



Undergraduate Diploma in Business Administration

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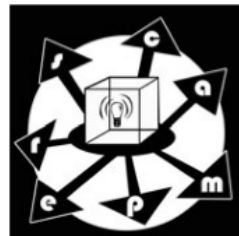
Lecture	Date	Time	Presentation	Notes (If Any)
Lecture 01	15 October 2022	09:00 to 17:00hrs	Presentation 01	Who Moved My Cheese
Lecture 02	19 October 2022	17:30 to 20:30hrs	Presentation 02	SCAMPER Explained
Lecture 03	22 October 2022	09:00 to 17:00hrs	Presentation 03	Business Model Canvas Explained Business Model Canvas
Lecture 04	26 October 2022	17:30 to 20:30hrs	Presentation 04	SWOT Analysis
Lecture 05	29 October 2022	09:00 to 17:00hrs	Presentation 05	PESTEL Analysis
Lecture 06	02 November 2022	17:30 to 20:30hrs	Presentation 06	
Lecture 07	05 November 2022	09:00 to 17:00hrs	Presentation 07	Management & Business Plan
Lecture 08	09 November 2022	17:30 to 20:30hrs	Presentation 08	
Lecture 09	12 November 2022	09:00 to 12:00hrs	Presentation 09	
Lecture 10	16 November 2022	17:30 to 20:30hrs		
Lecture 11	19 November 2022	09:00 to 12:00hrs		

https://www.advisory21.com/mt/wp-content/uploads/2022/10/The_SCAMPER_Technique.pdf



Proposition 33 The SCAMPER Technique

In a Word Ideas are not often plucked out of thin air. The SCAMPER brainstorming technique uses a set of directed questions to resolve a problem (or meet an opportunity). It can also turn a tired idea into something new and different.



Rationale

A problem is a situation, condition, or issue that remains unresolved and makes it difficult to accomplish a desired objective. A problem is perceived when an individual, group, or organization becomes aware of a significant difference between

Research

Books

You have been tasked with the development of a **learning and development plan** for a company of your choice. Present a **report** of how you will go about **developing and implementing** this plan, taking into consideration the various aspects involved in this process to ensure that any training identified and provided is **effective**.



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Lecture Summaries & Suggested Reading

Lecture 1 - Introduction to human resource management and its context

- Self Assessment sitting 1

Following this session students will learn to:

- What is human resource management (HRM).
- Theories and models of HRM.
- The context of HRM within organisations.
- Strategic and operational HRM.
- Impact of HRM on success of organisations.
- International HRM.
- Understand the broad areas of HRM and their relevance to organisations.

Core Reading List

- [Armstrong, M., & Taylor, S. \(2020\). Armstrong's Handbook of Human Resource Management Practice \(15th ed.\). Kogan Page. - \(11th Edition\)](#)
- [Dessler, G. \(2019\). Human Resources Management, Global Edition \(16th ed.\). Pearson. - \(15th Edition\)](#)
- [Bratton & Gold. \(2017\). Human Resource Management. Palgrave Macmillan.](#)

Supplementary Reading List

- [Boxall, P. And Purcell. \(2015\). Strategy and Human Resource Management \(4th ed\) Palgrave Macmillan.](#)
- [Claydon, T., And Beardwell. \(2017\). Human Resource Management a Contemporary Approach \(8th ed.\). Pearson.](#)

<https://www.advisory21.com/mt/wp-content/uploads/2022/11/Armstrongs-Handbook-of-Human-Resource-Management-Practice-11th-edition.pdf>



Armstrong's Handbook of Human Resources

Learning and Development Strategy 655

Learning and development philosophy

A learning and development philosophy expresses the beliefs of an organization on the role of learning and development, its importance and how it should take place. It can be expressed in the following terms:

- Learning and development activities make a major contribution to the successful attainment of the organization's objectives, and investment in them benefits all the stakeholders of the organization.
- **Learning and development plans** and programmes should be integrated with and support the achievement of business and human resource strategies.
- Learning and development should be performance-related – designed to achieve specified improvements in corporate, functional, team and individual performance, and make a major contribution to bottom-line results.
- Everyone in the organization should be encouraged and given the opportunity to learn – to develop their skills and knowledge to the maximum of their capacity.
- Personal development processes provide the framework for individual and self-directed learning.
- While the need to invest in learning and development is recognized, the prime responsibility for development rests with individual employees, who will be given the guidance and support of their manager and, as necessary, members of the HR department.

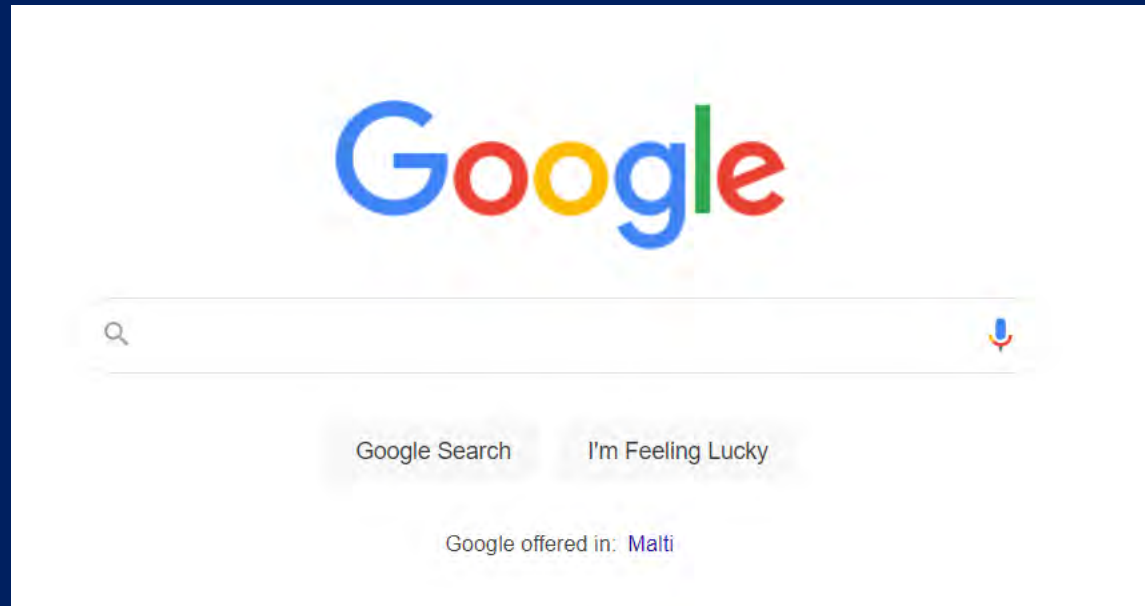
Contents of the learning and development strategy

The learning and development strategy should incorporate the elements set out below.

Elements of the learning and development strategy

- The learning and development philosophy of the organization.
- The aims of the learning and development strategy.
- The priorities for learning and development.
- How, broadly, it is intended these aims will be achieved through the creation of a learning culture, formal learning and development programmes, coaching, personal development planning, and self-directed learning.
- The responsibilities for learning and development as shared between top management, line management, individual employees, and members of the HR or learning and development function.

Online

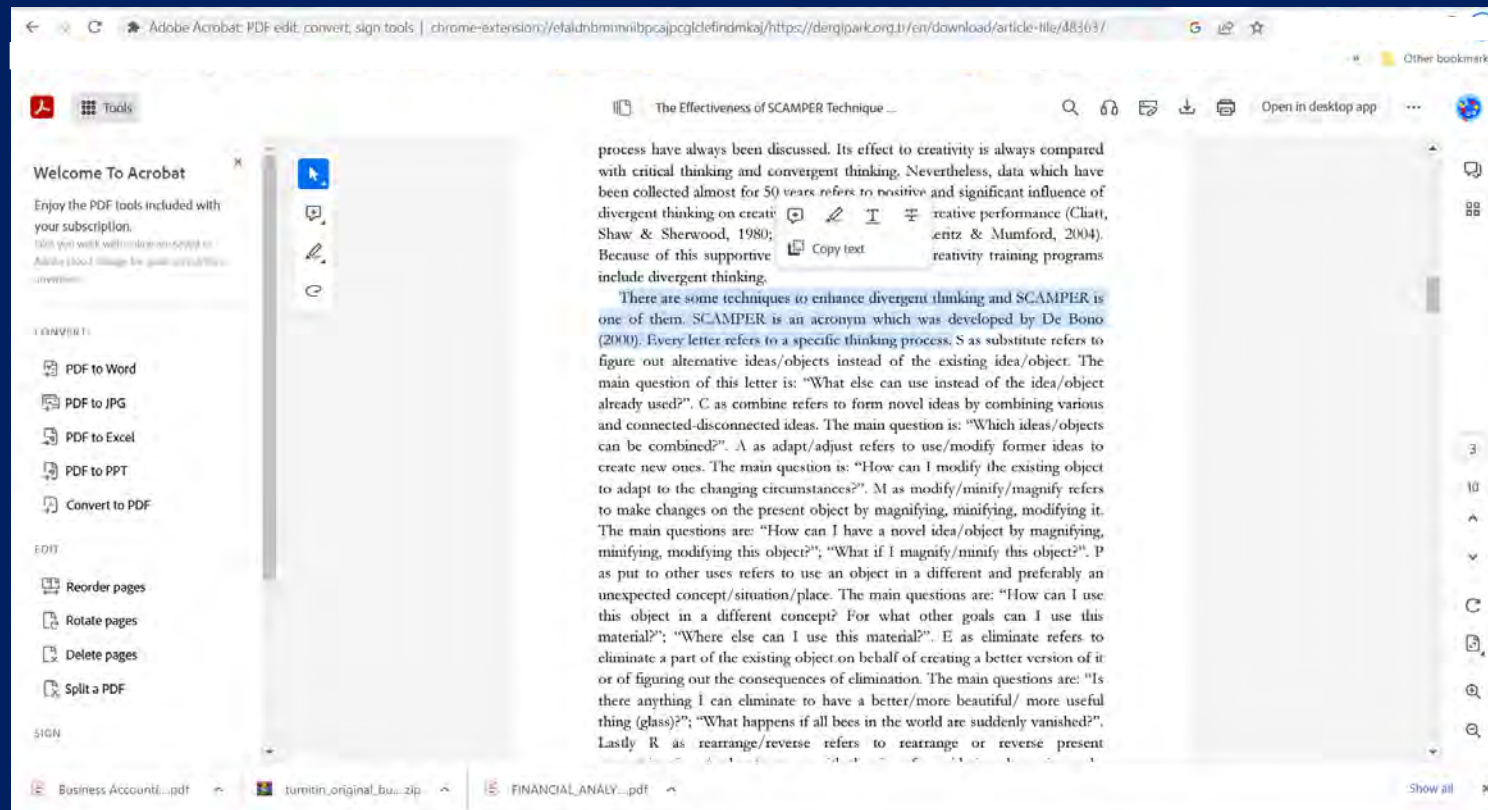


Google Scholar



Compiling Research Notes

What do you do once you find some of the information you need for your assignment?



05:00



Compiling Research Notes

What do you do once you find some of the information you need for your assignment?

- Copy the note
- Take note of the source
 - url
 - isbn number
 - doi number
 - lecture slides date



Putting the Notes Together

- Key Words
 - Have all been addressed?
 - Are they in a particular order?
- Paste notes in order
 - Introduction
 - Body
 - Conclusion
- Still keep note of the source



Paraphrasing Techniques

- Synonyms

one of two or more words or expressions of the same language that have the same or nearly the same meaning in some or all senses

Example - Strength

Power, muscle, force, intensity



Paraphrasing Techniques

- Synonyms

the diagram below shows the process by which bricks are manufactured for the building industry

the picture illustrates the way bricks are made for the construction industry



Paraphrasing Techniques

- Use a different word form

Change:

nouns to verbs

verbs to nouns

adjectives to nouns

Example

consumption - consumed

terrify - terror

Ready - readiness



Paraphrasing Techniques

- Use a different word form

the line graph below shows the **consumption** of four kinds of meat in a European country from 1979 - 2004.

the line graph below shows how one European country **consumed** four kinds of meat from 1979 - 2004



Paraphrasing Techniques

- Change from active to passive

When a sentence is written in the **active** voice, the subject **performs** the action; in the **passive** voice, the subject **receives** the action.

Example

Subject + Verb + Object

Object + Verb + Subject

Lakshmi painted the house

The house was painted by Lakshmi



Paraphrasing Techniques

- Change from active to passive

the real estate developers **invested** over €40 million into the development of a new senior living community

€40 million was invested in the development of a new senior living community



Paraphrasing Techniques

- Change the word order



Paraphrasing Techniques

- Change the word order

the line graph below shows the **consumption** of four kinds of meat in a European country from 1979 - 2004.

the line graph below shows how four different kinds of meat were **consumed** over a 25-year period in one European country.



Paraphrasing Techniques

- Combine several techniques
 - Synonyms
 - Use a different word form
 - Change from active to passive
 - Changing the word order



Paraphrase

There are some techniques to enhance divergent thinking and SCAMPER is one of them. SCAMPER is an acronym which was developed by De Bono. Every letter refers to a specific thinking process. S as substitute refers to figure out alternative ideas/objects instead of the existing idea/object. C as combine refers to form novel ideas by combining various and connected-disconnected ideas. A as adapt/adjust refers to use/modify former ideas to create new ones. M as modify/minify/magnify refers to make changes on the present object by magnifying, minifying, modifying it. P as put to other uses refers to use an object in a different and preferably an unexpected concept/situation/place. E as eliminate refers to eliminate a part of the existing object on behalf of creating a better version of it or of figuring out the consequences of elimination. Lastly R as rearrange/reverse refers to rearrange or reverse present status/situations/orders/patterns with the aim of considering alternative ends, practices, ideas.



Paraphrase

SCAMPER is one of the techniques that can be used to improve divergent thinking.

De Bono is the creator of the acronym SCAMPER. Each letter represents a distinct mental process. S as substitute means to identify alternative concepts/objects in place of the extant concepts/objects. C as combine refers to the process of creating novel concepts by combining diverse and connected-disconnected concepts. A as adapt/adjust refers to utilizing/modifying previous concepts to generate new ones. M as modify/minimize/magnify means to alter the current object by magnifying, minimising, and/or modifying it. P as applied to other uses refers to the use of an object in a novel and, ideally, unexpected concept/situation/location. E as eradicate means to eliminate a portion of an existing object in order to create a superior version of it or to determine the effects of elimination. Lastly R as rearrange/reverse means to rearrange or reverse present status/situations/orders/patterns in order to contemplate alternative ends, practises, and concepts.

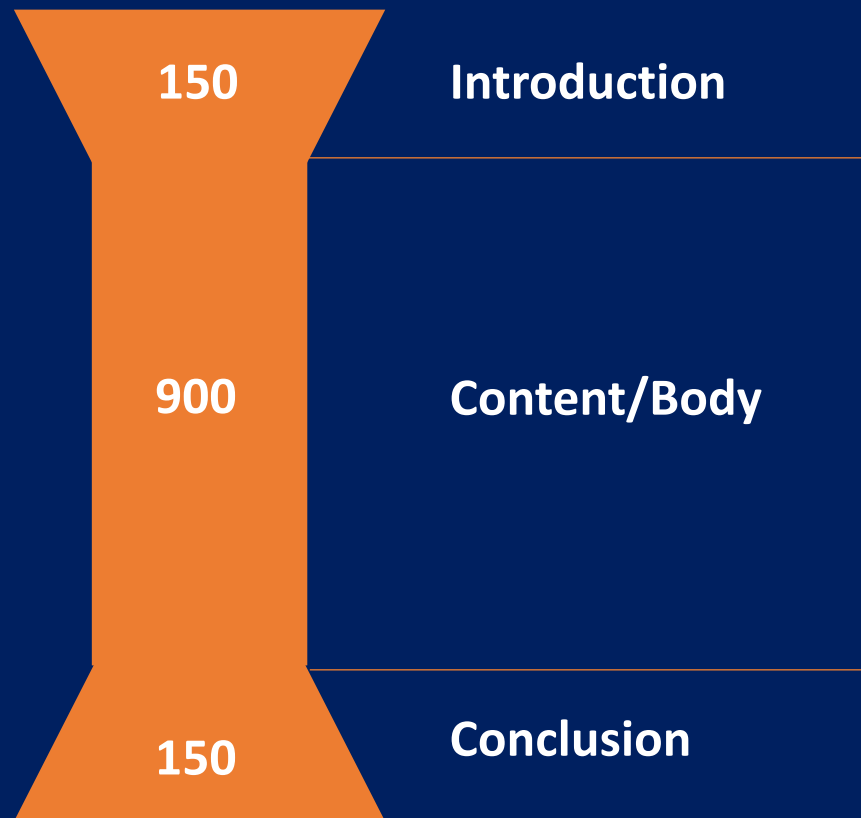


Paraphrase

15:00



Assignment Plan



Choose 1 question from the following:

Question 1:

Discuss the importance of the Constitution in the Maltese Legal system. Refer to the main principles enshrined in it.

Question 2:

What are the main sources of the Maltese legal system? Can it comfortably fit under one of the legal systems?

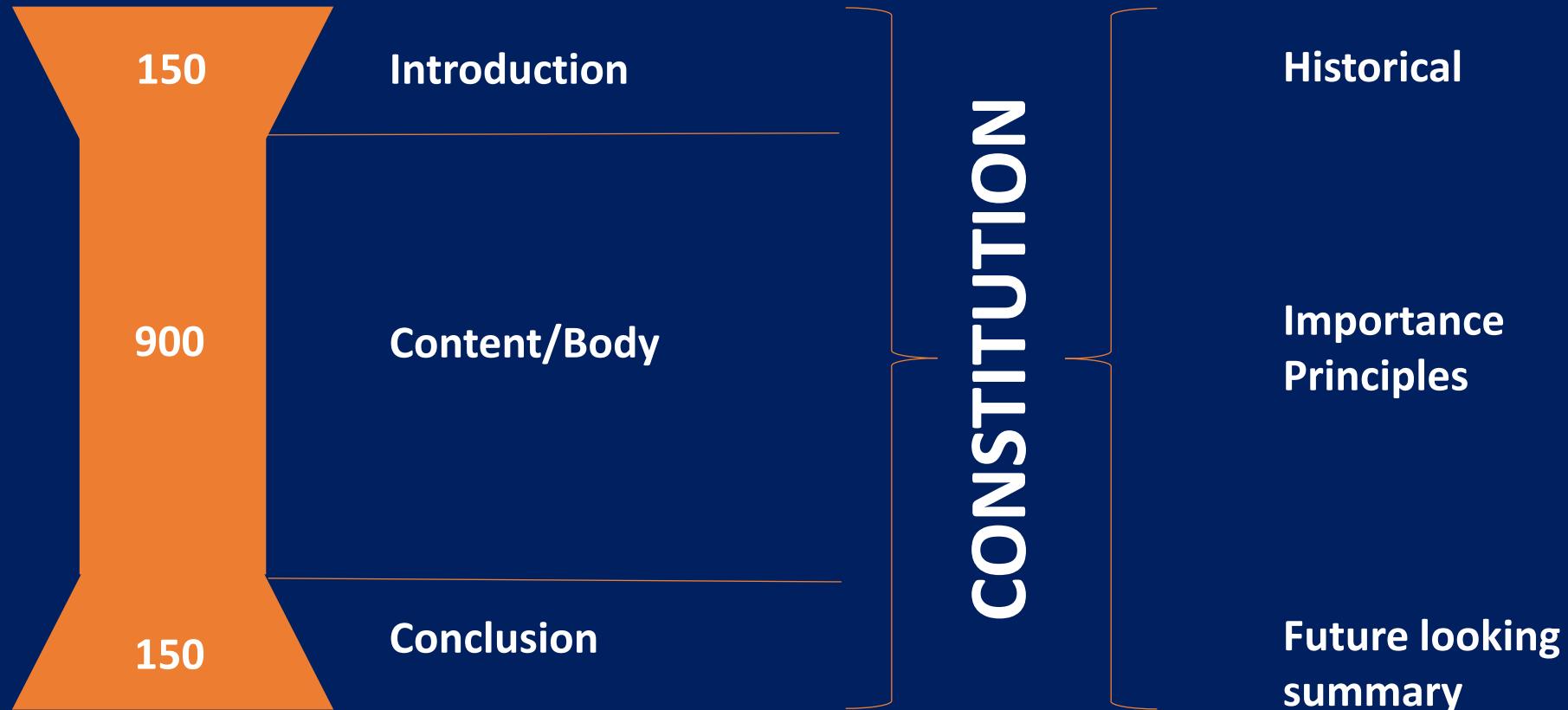
Question 3:

Who is empowered to legislate? Describe the legislative process? How does the Constitution provide to ensure that laws are in line with the Constitution?

Assignment Plan



Assignment Plan



Referencing System

In text

Page 1	Page 2
<p>The Essay</p> <p>After determining an essay's topic, a student will need to analyse the topic, find information, evaluate these resources and present the information in essay format (TAFE SA 2014a). Requirements for essays can vary, but will generally include an introduction, body, conclusion and reference list (TAFE SA 2013). The completed essay will then provide evidence to the assessor of the student's research and learning (Hill Campbell 2014).</p> <p>The first step is to carefully analyse the topic in order to fully understand what is and is not required from the essay (Spurr n.d.). Usually a topic will be designed to give students an opportunity to develop an argument and the essay should generally agree or disagree with the central idea (Dawson 2013). Carrodus (2002) stresses to ensure relevance; 'answer the question, the whole question and nothing but the question'.</p> <p>Next, resources on the topic should be gathered from a variety of sources such as websites, books, newspapers or journal articles (Summers & Smith 2010). Lecture notes should only be referred to with the agreement of the lecturer (TAFE SA 2014b) and need only be given an in-text citation as these are considered a personal communication (TAFE SA 2013). A quick evaluation of each resource should be undertaken to establish that the information is up-to-date, relevant, and from a reputable author (Dawson 2013). The student should question whether the author's points are backed up by adequate and convincing evidence and why the author might have published this work (Hill Campbell 2014).</p> <p>After reading these resources, the student can form an educated opinion and begin to plan the flow of their essay (Jackson et al. 2000). The essay should be typed and include any specified formatting such as page numbering, appropriate headers, footers and a cover sheet (Spurr n.d.). Points made should be supported with quotes, statistics or records from the time (Carrodus 2002), which according to copyright law must all be referenced (<i>Commonwealth Amendment (Moral Rights) Act 2000</i>, Dawson 2013, p. 106). At TAFE SA the Harvard system of referencing is required (TAFE SA 2014b).</p> <p>The introduction should comprise about 10% of the essay's word count (TAFE SA 2014a) to establish an overall point and provide any background information.</p> <p>The body of the essay will contain several paragraphs, each paragraph dedicated to an argument or fact, and each subsequent paragraph building support for the point of view being suggested (Levin 2004). This section should take about 80% of the word count (TAFE SA 2013).</p> <p>The essay should end with a clear and concise statement (Dawson 2013) that sums up the argument and matches the point of view expressed in the introduction (TAFE SA 2014a).</p> <p>On completion of the draft essay, a student should proofread their work for spelling and grammar (Jackson et al. 2000) and re-read the topic to double check that the essay has not strayed from the points being assessed (Carrodus 2002).</p> <p>An appropriately formatted and well-researched essay serves not only as a tool for learning assessment, but develops ability to build an educated argument in a strong form of communication essential in many careers (Summers & Smith 2010).</p>	<p>References</p> <p>Carrodus, G 2002, 'How to write a great history essay', <i>The Age</i>, 21 March 2002, viewed 16 July 2014, <http://www.theage.com.au/articles/2002/03/21/1016660121034.html></p> <p><i>Copyright Amendment (Moral Rights) Act 2000</i></p> <p>Dawson, C 2013, <i>Basic study skills: a practical guide to learning for all students</i>, Constable & Robinson, ProQuest Ebook Central.</p> <p>Hill Campbell, K 2014, 'Beyond the five-paragraph essay', <i>Educational Leadership</i>, April 2014, vol. 71, issue 7, pp. 60-65, MasterFILE Premier.</p> <p>Jackson, J, Mohan, T, Saunders, H & Archee, R 2000, <i>Writing skills</i>, Dorling Kindersley, London.</p> <p>Levin, P 2004, <i>Write great essays: reading and essay writing for undergraduates and taught postgraduates</i>, Open University Press, Maidenhead, UK.</p> <p>Spurr, B n.d., <i>Successful essay writing for senior high school, college and university</i>, New Frontier Publishing, Epping, NSW.</p> <p>Summers, J & Smith, B 2010, 'Essay writing' in <i>Communication skills handbook</i>, 3rd edn, John Wiley & Sons Australia, Milton, Qld.</p> <p>TAFE SA 2013, 'Structure of an essay', <i>My information skills: how do I present it?</i>, viewed 16 July 2014, <http://tafesa.libguides.com/content.php?pid=421835&sid=3448787></p> <p>TAFE SA 2014a, 'Doing assignments: essay writing', <i>TAFE SA library guides</i>, viewed 15 July 2014, <http://tafesa.libguides.com/content.php?pid=272877&sid=2256230></p> <p>TAFE SA 2014b, <i>Essay writing: study guide</i>, TAFE SA, Adelaide.</p>

End-text citations in a reference list

In-text citations

Referencing System

Reference & Bibliography

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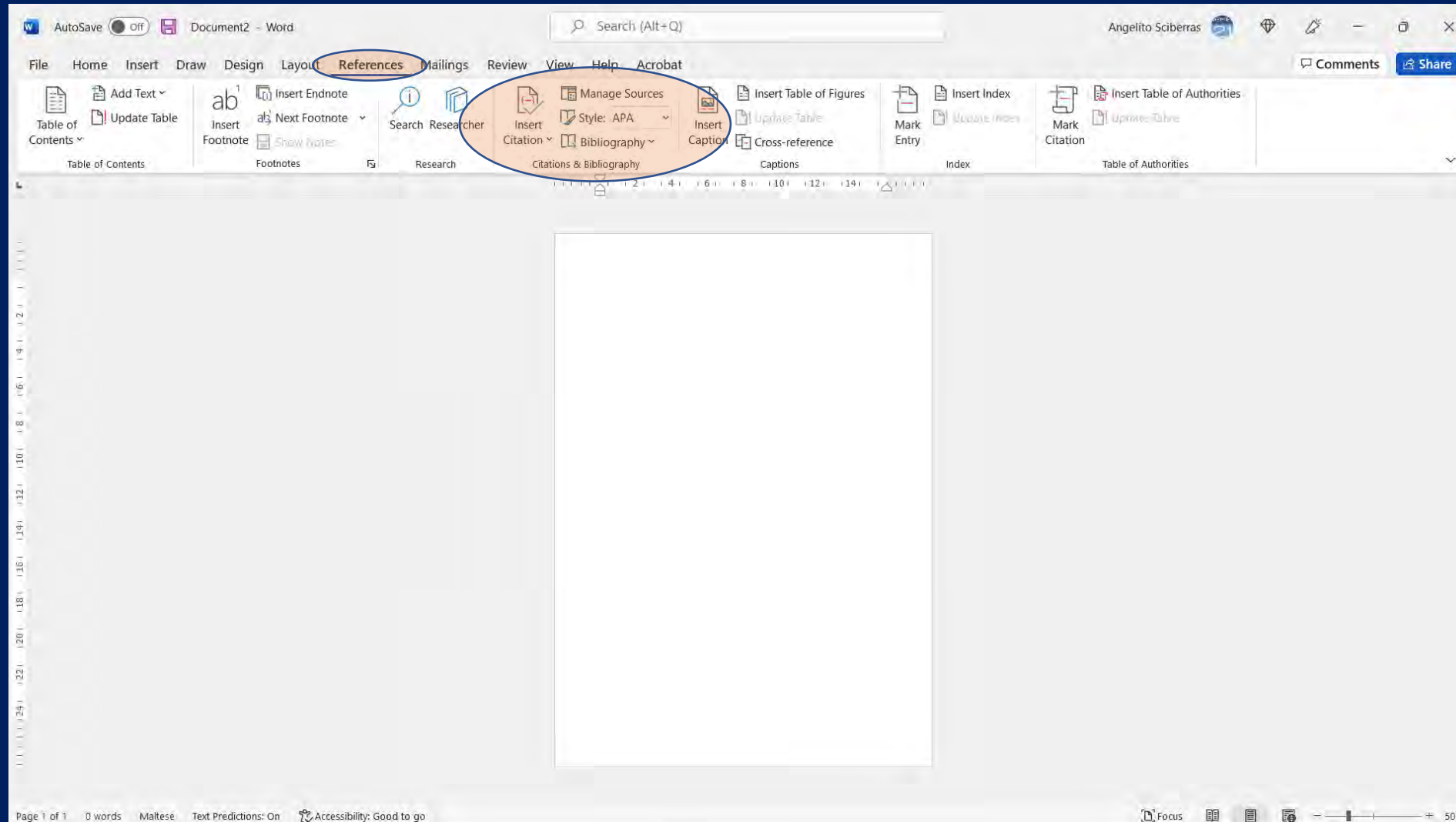
PUBLIC



Harvard Referencing



Referencing System



Referencing System

The screenshot displays the Cite This For Me website interface. The browser address bar shows the URL citethisforme.com, which is circled in blue. The website header includes the logo "Cite This For Me™ a Chegg service", navigation links for "Citations" and "Papers", and a user profile for "angelito.sciberras@gmail.com". The main content area features several promotional banners for Shutterstock videos, including "Dive into video that rises above" and "Get 5 fresh hot videos in 4K & HD monthly". A central section titled "Create Harvard, APA & MLA citations" offers options to "Create citations" and "Check your paper". A sidebar on the right contains a large green banner about plagiarism and a "Chegg Video" section.



Referencing System

citethisforme.com



Cover Page

Appearance	Creative and attractive cover, clear organization, readable and neat, title page, table of contents.
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Font

Times New Roman

Font Size

Text - 12pt

Titles - 14pt

Line Spacing

1.5

Justified

Page Numbering



Table of Contents

Appearance

Creative and attractive cover, clear organization, readable and neat, title page, table of contents.

The Maltese Legal System

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Report Stage.....	6
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Report

Headings and subheadings: Reports are typically broken up into sections, divided by headings and subheadings, to facilitate browsing and scanning.

Use numbering

1. Heading

1.1 Sub Heading

1.1.1 Sub Sub Heading





Introduction Session 03

Lecture Title: Undergraduate Diploma



Lecturer: Mr Angelito Sciberras

Date: 12 October 2022

Undergraduate Diploma in
Business Administration