**MAR026-1 Beginning Your Professional Business Journey – Assignment 1 Example Report Template**

**Title Page (Do not count towards word count)**

* On a separate page
* Include report title, your name, student ID number and the unit code

**Contents Page (Do not count towards word count)**

* Details sections and subsections (and page numbers) – including appendices (if appropriate)

**Executive summary (Do not count towards word count)**

* (usually around 50 -100 words), an executive summary should summarise the key points of the report. It should restate the purpose of the report, highlight the major points of the report, and describe any results, conclusions, or recommendations from the report.

**Introduction**

Provide a brief introduction to the report

**Main Body**

1. ***Outline*** some examples of using core study skills within the unit so far and within the collaborative challenges. Make sure to ***describe*** which core skills you used when working with others in a team. Refer to specific challenges where you used some of these core skills. (Could you demonstrate some academic writing skills here by citing external sources? Top Tip: make sure to do your Golden tasks!)

1.1…………………………….

1.2……………………………

1.3…………………………

2) ***Reflect*** on the core study skills you have developed and refer to how you used specific collaborative challenges to support you with this. (*Could you use a reflective model to help you within this section?)*

2.1 ……………………….

2.2 ………………………….

2.3 ………………………….

3) How well did you perform in the weekly challenge tasks? Have you identified any barriers to success?

3.1 …………………………

3.2. …………………………

3.3……………………………

**Conclusion / Recommendations**

Summarise your reflections on how you have developed your core skills so far in the unit.

*Could you include an action plan to show how you will continue to improve your core skills in this section?*

Harvard Reference list **(Do not count towards word count)**

*Try to at least attempt to include some evidence of your wider reading (did you complete any Golden Tasks?)*