

# WAYS OF PRESENTING A PROJECT

*Dr. Sunethra Karunaratne  
Science Education Unit  
University of Peradeniya*

From the articles that you have read so far in this magazine, you may have understood that you could do different types of projects to improve your learning. Also, it tells you about the selection of a project, collecting information, methods to follow and the characteristics of a project. It is also important to let the others know about your project. This will help you to receive feed-back from others to conduct further studies. To make others aware of your project you may present it in written form, orally or as a poster.

In presenting a project report you should consider the following:

- The background in selecting the project
- Your expectations in doing the project
- Steps taken in doing the project
- Collection of information
- Results
- Discussion and Conclusions

## Background

Everyday we see our environment, notice changes around us, see how people involve themselves in various types of activities and the problems that they encounter in doing those. By doing careful and organized observations, we may be able to find solutions for those problems, why the changes have occurred in

the environment and so forth. **The long term or the short term organized activity that you undertake to find solutions to a problem is a project.** Hence, you need to describe the situation critically to inform the reader about the necessity of doing your project. For this purpose you should cite the other articles that you have used in stating the problem. Then write down the problem in the question form. This might be a very big question which you cannot answer without breaking into subsidiary questions. This type of breakdown into subsidiary questions will help you in achieving what you expect and, also for the readers to make a critique on your project.

## Expectations in doing the project

Your effort is to find solutions to your questions. You should write down as objectives, what you expect as answers to your subsidiary questions.

## Methodology in doing the project

You may have not used the same plan that you had at the beginning, in doing the project. In your report you should indicate what things you were able/not able to do and, the strategies that you have taken to overcome the things you were unable to do. Methods that you carried out should be written in the past tense.

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## Negotiations

In doing your project you may have stayed in one place/institution or you may have collected information by interviewing people. Then you should indicate that you have obtained permission from the institution/s and the people involved.

## Collection of information

In doing a project, information could be collected in multiple ways. The information collected in a scientific manner are called **data**. It could be done by observations, interviews check-lists, questionnaires and surveys. Hence, you need to indicate how you have collected the data. If you have collected data through observations, then it is necessary to indicate how, when and where you made those observations. If you want to use a part of a conversation that you had with an interviewee in your report, then you may include it in her/his own words. It is also necessary to state when you had the interview as follows:

.....  
.....  
.....  
(Interview, 01/10/1999)

## Results

In your project you may have obtained results that you have expected or not expected. Scientists and researchers present the expected and unexpected results without any bias. In presenting your results you will not be able to use all data that you have gathered. You should be able to present those in an organised way to help in answering questions. You may present your data in tables, various kinds of graphs (use metric units), pictures, figures and photographs. Numbering of those figures and tables will help you in presenting your report and also for the reader to follow your report. If

you are using a photograph which contains figures of a person/persons that could be identified, it is ethical to obtain permission from those people or to blacken the identifying features such as eyes, nose and ears. If the project outcome is a model or any other construction, then you should present it. (In your written report you should indicate about the construction). In presenting your results it is not necessary to put your information in numbers. If you have collected your data through observations and interviews then you should present those in words, not in numbers.

In presenting your results you may be thinking to include some important information which may not fit nicely in the results section. You may include those as appendices.

## Discussion and Conclusions

This is the most important section in your report. In this section you have to discuss your results referring to similarities and contradictions with other studies. This discussion will help you to draw conclusions from the project. Please note that in this section, you do not have to repeat your results, but to give an interpretation of your results.

## Implications

From your conclusions you may suggest further studies and any other actions that are needed to be done.

## Acknowledgements

There may be so many people who helped you in doing your project. It is necessary that you should thank those people and institutions.

## References

The articles and books that you have used in doing your project should be mentioned under

references. There are several ways to list references. The following gives an examples of citing an article and a book in the reference list:

Article

Soysa, P E (1994). *Self help in family health*. VIDURAVA, 16, 1/2, 2 - 5

Book

Clark, J V (1996). *Redirecting Science Education: Reform for culturally diverse classroom*. California: Sage Publications

So far we have discussed how to present a project. Let us summarise the steps to be included in a project report as follows:

1. Title of the project, Name of the author/s and the institution/s
2. Abstract (summary of the project including findings)
3. Background
4. Objectives
5. Methods- Selection of the project
  - Negotiations
  - Data collection
6. Data analysis and Results
7. Discussion and Conclusions
8. Acknowledgements
9. References
10. Appendices