

## **Summary report** (300-600 word, approx one and a half typed pages)

**Title** / name of Activity e.g ‘A Report on a Visit Out to The Chocolate Warehouse  
**0-5 marks**

**Authors name:** *Your own name* **0 or 5 marks**

**Aims of the Activity:** Must have at least two aims and one of these must be a personal aim  
**0,3 or 5 marks**

e.g We wanted to learn about a local enterprise  
I wanted to complete my summary report for my link Modules portfolio  
We wanted to work well as a team in organising the visit out  
We wanted to find out .....

Body of the Report: Use paragraphs (with headings) here in a logical sequence  
(3 paragraphs is a good idea).

**1-10** for content

**1-5** for clarity (headings, logical structure, flow, originality)

### **Planning the Visit Out**

Start with how you decided to go to this enterprise and how you planned for the visit  
e.g. Studying Local Enterprises in class, wanted to find out more, decided to organise a visit to one. Decided who would do what, *mention your own role here,*

### **Research findings**

Research done E.g. Internet, power point presentation to the class by .....

### **The Visit**

Paragraph on the visit itself – Meeting at school, bus, arriving, welcome, being shown around. What you were told, anything you noticed. The workshop.

### **After the visit**

what happened after, letter of thanks, evaluation and discussion of the visit in next class

### **Conclusions/Recommendations**

**1-5 marks**

**Have one of each at least; the conclusions must link to the aims**

e.g Was the visit worthwhile and why or why not  
If I had to do it again what would I change?

**Make sure your role is mentioned at the appropriate part of the report**

Presentation layout is worth **5 marks** (consistency, font, headings, spelling etc)

Total marks = 40