



Fun with Learning 2009 Guidelines for writing Reports

「學習如此多紛 2009」 撰寫報告指引

1. For each entry, a printed Report should be submitted together with a CD containing the soft copies of the presentation, program, etc. at the Reception Desk.
報到時，每份參賽作品必需提交一份列印妥當的報告，及存貯有關其作品的展示或程式等的光碟。
2. The Reports will be scored, and *Prize(s) for Outstanding Reports* may be awarded accordingly.
報告會有評分，大會亦將設有優異報告獎項。
3. Each Report, *no more than 10 pages*, written in English or Chinese, should contain the following headers/ sections:
每份報告可用中文或英文撰寫，一共不超過十頁，並包括以下各項：

(A) Introduction 簡介

- (1) Topic / Theme of Project 題目 / 摘要
- (2) Categories 參賽作品類別
- (3) Group 參賽者年級組別
- (4) School 學校
- (5) Names of Contestants, Year Level, and roles / division of labour 參賽者姓名、年級及分工

(B) Process of working 研習過程

- (1) Reasons of choosing the theme / Background 選擇題目原因 / 背景
- (2) A log sheet recording the progress of working on the project, stating the dates and major milestones 工作進度摘要 (日期、主要活動)
- (3) Methods of collecting information and data analysis, or algorithm design 搜集資料方法及數據分析或算法設計
- (4) Methods of presentation / Program package used (e.g. PowerPoint, Flash, Frontpage, Dream Weaver, Photoshop, HTML, Visual Basic Program, ...) 顯示作品方法 / 表達成果工具
- (5) Some notable experiences (e.g. joyful encounters, adventure, surprises, frustration moments, ...) 值得紀錄的經驗 / 過程
- (6) Experiences gained / Reflections 得著 / 反思

(C) Major references (Books / journals / Websites, ...) 主要參考資料

(D) Supervising Teacher(s)' remarks / signature 指導老師評語 / 簽署