

**ព្រះរាជាណាចក្រកម្ពុជា
ជាតិ សាសនា ព្រះមហាក្សត្រ**

សាកលវិទ្យាល័យប៊ីលីដប្រាយ



ការណែនាំក្នុងការសរសេររបាយការណ៍ថ្នាក់បរិញ្ញាប័ត្រអប់រំ
GUIDELINES FOR FORMAL REPORT WRITING FOR
BACHELOR OF ART (B.A) in TEFL

ទំរង់នេះសំរាប់ មហាវិទ្យាល័យអប់រំនិងភាសា
ផ្នែកបរិញ្ញាប័ត្រអក្សរសាស្ត្រ
ជំនាញ ការបង្រៀនអក្សរសាស្ត្រអង់គ្លេស

ឆ្នាំសិក្សា ២០០៦-២០១០
Academic Year 2006-2010

ROLES AND RESPONSIBILITIES OF STUDENTS

1. Students are to form in a group of 3 to 5 in order to write a formal report on their teaching practicum.
2. Each group has four-month time to write their report including six-week or eight-week time to do teaching practicum.
3. Each group has right to choose a supervisor or an advisor to guide their report at the end of year four, semester one.
4. Having been agreed by the advisor, each group has to send a proposal to the office in charge to Formal Report and Final Project Paper.
5. Students have to meet and consult with supervisor/advisor as often as possible.
6. Students have to collect their primary data while doing practicum and collect the secondary data by doing the research in library, Internet, etc.
7. Students are to be responsible for the conformity to the formal format of report of BBU.
8. In case of unexpected circumstances related to report writing, students have to inform to the advisor and the office in charge.

ROLES AND RESPONSIBILITIES OF SUPERVISORS/ADVISORS

All the advisors have the responsibility in seeing, approving, editing and coordinating in reporting writing and its format to conform with the formal format of BBU.

1. Be aware of the rules and procedures of the field of the study
2. Ensure that the student is aware of normal expectations concerning the volume, quality, style, and standard presentation of the paper
3. Provides constructive feedback and thoughtful advice on research and analysis (result, discussions, and conclusions).
4. Examines the report format.
5. Examines the practicum folder
6. Approves on the final project paper/formal report.
7. Coordinates research methodology.
8. Recommends the corrective steps or withdrawal if progress is unsatisfactory.
9. Guides research methodology


Sample of Report

10. Provides the guidance to source of literature review.
11. Provides constructive feedback on literature review.
12. Corrects the vocabulary
13. Helps design questionnaire.
14. Takes steps to improve student's ability to conceive explanatory hypotheses and design critical tests of such hypotheses.
15. Leads on research and analysis (results, discussions, and conclusions).
16. Certifies on the final report

THE FORMAL FORMAT OF A REPORT

The following is the agreed format set by taskforce committee of Faculty of Education and Languages of BBU:

1. COVER PAGE
2. SUPERVISOR'S SIGNATURE
3. DECLARITY OF ORIGINALITY
4. TABLE OF CONTENTS
5. ACKNOWLEDGEMENT
6. ABSTRACT
7. FIGURES/TABLES
8. ABBREVIATION
9. INTRODUCTION
10. METHODOLOGY
11. RESULT AND DISCUSSION
12. CONCLUSION
13. RECOMMENDATION
14. REFERENCE
15. APPENDICE



សាកលវិទ្យាល័យ ប្រៀលប្រាស

BUILD BRIGHT UNIVERSITY

The Report of Teaching Practicum
at ABC School

Prepared by:

- 1-STUDENT's NAME**
- 2-STUDENT's NAME**
- 3-STUDENT's NAME**
- 4-STUDENT's NAME**
- 5-STUDENT's NAME**

Guided by:

Lecturer NAME **Advisor**

The Formal Report of Teaching Practicum
Submitted in Partial Fulfillment of the Requirements for
The Degree of Bachelor of Art (BA)
in Teaching English as a Foreign Language (TEFL)
Of the Students in Promotion VII

Academic Year 2006-2010

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TABLE OF CONTENTS

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Title

Page

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Declaration

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i

Acknowledgement

ii

Abstract

iii

List of tables

iv

List of figures

v

List of abbreviation

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I. Introduction

01

1.1. Background

01

1.2. Purpose of the report

01

1.3. Scope and limitation

02

1.5. Methodology

02

1.5. Keyword

02

II. Methodology (Procedure and Observation)

03

2.1. Sample description

03

2.2. Data collection techniques

03

2.3. Data analysis

04

III. Result and Data Analysis (Discussion)

05

3.1. School's background

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3.2. Students' background

06

3.2.1. Demographical background

06

3.2.2. English language background

08

3.2.2.1. Strengths and weaknesses

08

3.2.2.2. Four Macro Skills

09

3.2.2.3. Motivation factors in learning English

15

3.2.3. Purpose of studying English

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3.3. Teaching practicum

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3.3.1. Pre-teaching

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Sample of Report

Title	Page #
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3.2.1.2. Lesson planning	18
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3.3.2.3. Classroom management	21
3.3.2.4. Techniques used in teaching four macro skills, vocabulary and grammar	24
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IV. Conclusions and Recommendation	35
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4.2. Recommendation	36
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DECLARATION OF ORIGINALITY

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We hereby declare that this report is an original study of our own work that we have not submitted to any other tertiary or research institutes to pursue a degree. We understand and accept that if we are found cheating or copying from other's students' work, our report paper will be given a fail.

.....

Name of student

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.....

Name of student

.....

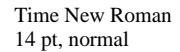
Name of student

.....

Name of student

ACKNOWLEDGEMENT

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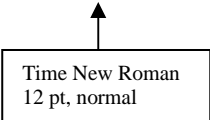
I would like to express my sincere thanks and profound gratitude to the following people and organizations that help enable this paper to be successfully completed.

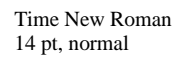
First, I wish to express sincere gratitude to my advisor **Mr. <Advisor's name>** for his patient assistance, guidance, and constant encouragement that have led me from the research inception to the research completion.

Second, I would like to express appreciation to Dean of Faculty for additional support.

Finally, the special appreciation is due to my family for their fervent and continuous encouragement. Above all, I am forever grateful to my parents whose willingness to invest in my future has enabled me to achieve my educational goal.

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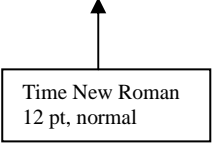
ABSTRACT

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This report summarizes on the six-week practicum at XXX high school for English language classroom. The activities were grounded on context-based teaching approaches and learning strategies have been tactically guided, developed and accommodated for students of pre-intermediate level. The teaching procedures and activities aim to assists to better learn and understand how to use grammar properly.

This paper is being done by doing pre-teaching, while teaching, and post teaching survey. Then prepare lesson plan to suit with the unit theme against classroom environment. At the meantime, teaching practicum is the tool to measure the efficiency and effectiveness of techniques and theories to be used in real teaching environment; this also has been supervised by the supervisor or/and associate teacher. And all of this is compiled to be a report about teaching experience.

Furthermore, this paper is being served as a tool for further research for the next generation students who are interested in similar topic.



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LIST OF FIGURES

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Title

Page

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Figure 1: Sex and Age of Students	06
Figure 2: Age of students	07
Figure 3: Proficiency in the four-macro skills	08
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Figure 14:	

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Table 1: Sex and Occupation of Students	06
Table 2:	07
Table 3:	16
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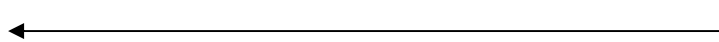
ABBREVIATION

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MOEYS	Ministry of Education Youth and Sport
TEFL	Teaching English as Foreign Languages
TTT	Teacher Talking Time
SST	Student talking time
BBU	Build Bright University
L1	Mother tongue language
T	Teacher
S	Students

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I. Introduction:



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1.1. Background:

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.....
..... (Give a brief relevant aspect to the topic of the report “Teaching English as a Foreign Language – TEFL. This part should be an approximately 100-word paragraph.)
.....

1.2. Purpose of the report:



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..... (**Objective of the report:** State the main purpose of the report and particular expected results. Meanwhile, our report is about teaching practicum. This part should be also be an approximately 100-word paragraph.)
.....

1.3. Scope and limitation:

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..... (State the **target population** that the report is about and the length a practicum takes place. In teaching practicum, the report is about the **teaching activities of <number> teacher trainees** and the **studying of <number> students**. The **practicum period** is stated in the practicum schedule. This part should be also be an approximately 100-word paragraph.)
.....

1.4. Methodology:

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..... (State the **data collection techniques** – primary or secondary sources – that a group uses in writing a report. This part should not be more than 100 words.)
.....
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1.5. Keyword:

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..... (Explain the important words in the report – mostly the technical words related to the field of study. NOTE: When defining each keyword, source of information should be provided)

.....

.....

II. Methodology: ←

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2.1. Sample Description:

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..... (Describe the people from whom we collect the data. Obviously, those people are the teacher trainees and the students. This part should not be more than 100 words.)

.....

.....

2.2. Data Collection Techniques:

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..... (Describe the people from whom we collect the data. Obviously, those people are the teacher trainees and the students.

- How to get primary data:
 - + Interview, who, how many?
 - + Questionnaire, who, how many?
 - + Observation, who, how many?

-How to get secondary data: From printed sources (Internet, textbook, journal, etc.) This part should not be more than 100 words.)

.....

.....

2.3. Data Analysis:

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..... (Explain how to analyze the data? Which method?)
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III. Result and Data analysis:

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3.1. Students’ background:

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3.1.1. Demographical background:

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3.1.2. English language background:

3.1.2.1. Strengths and weaknesses:

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3.1.2.2. Four Macro Skills:

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IV. Conclusions and Recommendation:

4.1. Conclusion:

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4.2. Recommendation:

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Reference

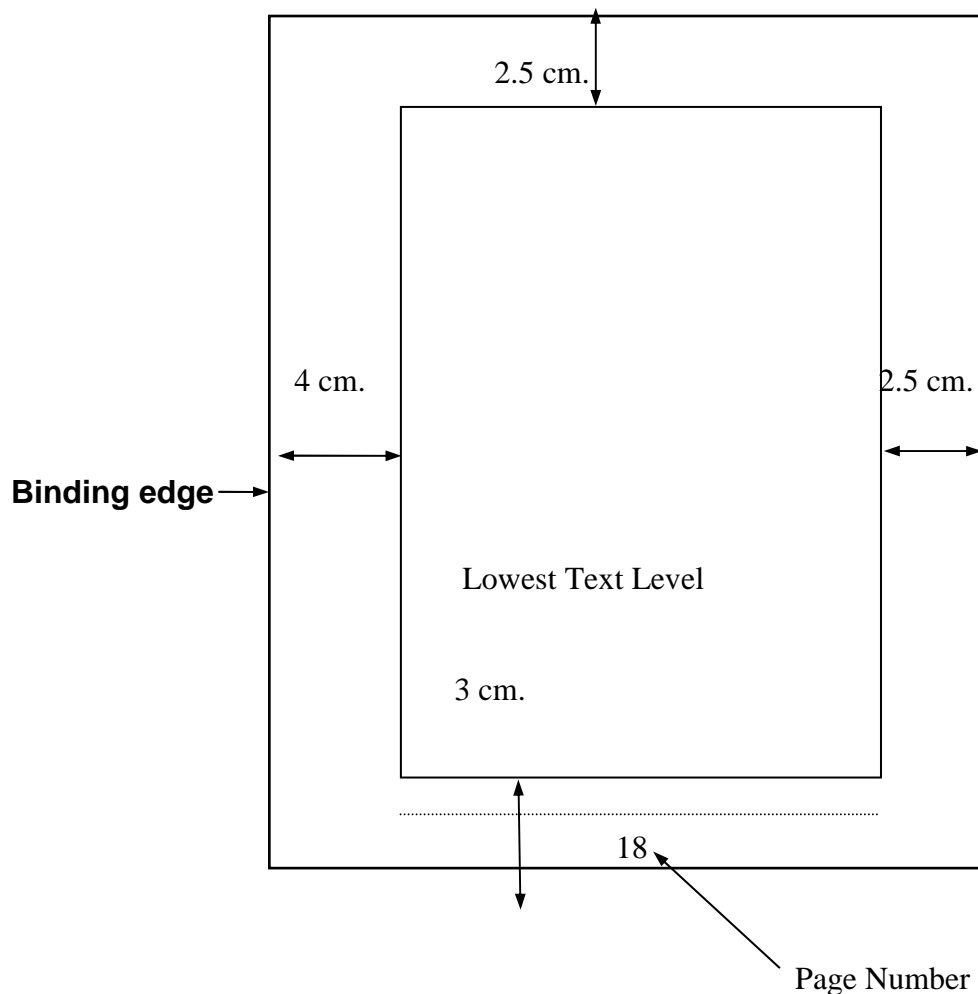
Appendix

Policy of Writing Final Project Paper

Groups of students who are in the stage of doing final project paper are required to follow the following criteria:

- For Sections, Time New Roman and font size 14 is required.
- For subsection, Time New Roman and font size 13 is required.
- For text, Time New Roman and font size 12 is required.
- Line Spacing must be 1.5 line.
- Left margin 4 cm, right margin 2.5 cm, top margin 2.5 cm, and bottom margin 2.5 cm.

(see sample below)



Sample of Report