

GUIDELINES FOR ASSIGNMENT PREPARATION

Assignments are required to contain the following:

INTRODUCTION – DEFINITION

RESEARCH

RESEARCH OUTCOME

CONCLUSION

Example of an Assignment Question :

Organisational Culture is said to be a factor that can bring success or failure to the SURVIVAL of an organisation.

INTRODUCTION

Assignments are required to begin with an introduction of a topic. It can be done by first giving the definition regarding the matter that will be discussed in order for the readers to get an overview of the topic of discussion.

Ex : Define Organisational Culture

What is meant by Organisational Culture?

Characteristics of Organisational Culture – Positive (good) and Negative (bad)

Provide relevant examples

RESEARCH

Research can be done by referring to similar researches that were conducted previously. The sources of references can be obtained from books, journals, magazines or newspapers. Related research materials such as graphs, charts or pictures can also be used to support a statement. Students are also encouraged to give their opinions and their own understanding of the research topic.

Ex : Provide examples of outcomes from previous researches (done by another researcher) regarding topics that are similar or almost similar. – relationship between Organisational Culture and the success or failure of an organisation.

Gather the information needed from books, magazines, newspapers or journals relevant to the topic being discussed.

From the gathered information, identify how elements of Organisational Culture affect the success or failure of an organisation. Provide examples.

RESEARCH OUTCOME

State the outcome of the research based on the gathered information. Relate between the theories learned with the real situation.

Is it true Organisational Culture is a factor that determines the success and failure of an organisation?

Yes or No

Provide reasons – must be supported by the research that was conducted.

CONCLUSION

Provide a conclusion from the overall research and give your suggestions for the development of a better Organisational Culture to enhance the success of the organisation.

Format for preparing the assignment:

- i) Paper
Use 'white-bond' quality paper
Paper size : A4 (210 mm x 297 mm)
Paper weight : 80 mgs
- ii) Method of typing
The text should be typed on one side of the page only.

Ink

For text : black-coloured ribbon or ink cartridge that produces an even black colour.

For diagrams, tables and charts : black or coloured ink.

Line Spacing

For text : double-spacing

For references (refer vii), appendices and tables: single-spacing

Font *Times New Roman*

Size: 12

iii) Margin

Left margin : at least 4.0 cm (1.5")

Top, bottom and right margin : 2.5 cm (1.0")

iv) Section

New major sections must begin on a new page.

A new paragraph must begin with a 'tab' from the left margin.

v) Page numbering

Pages must be numbered at the bottom centre of each page.

vi) Excerpts, references, appendices and tables

a) In the text.

If an excerpt is taken from a reference material, the reference must be stated.

Ex :

Stoner and Wankel define strategy as,

"...the broad program for defining and achieving an organisation's objectives; the organisation's response to its environment over time."

(Stoner and Wankel, 1986)

b) List of References

At the end of the assignments, all references or bibliography must be stated in alphabetical order according to the name of the author.

Ex :

Book:-

Name of author (Year published), *Title of Book*, Place : Publisher.

Peters, T. J. and Waterman, R. H. (1982) *In Search of Excellence*, London: Harper & Row.

Stoner, J. A. F. and Wankel, C. (1986), *Management* (3rd edition), Englewood Cliffs, NJ: Prentice Hall.

Article from Journals

Name of author (Year published), 'Title of article', Title of Journal, Volume, page no. (if relevant).

Ex :

Stacey, R. (1993) 'Strategy as Order Emerging from Chaos', *Long Range Planning*, vol. 26, no. 1, pp. 10-17.

- c) Sources of references need to be stated (at the bottom of Tables or Appendices) as in example (a). **Each Table and Appendix must have a title.**
- vii) **Binding of assignment**
Students are required to bind the assignment before it is submitted. Comb Binding is encouraged.