

COMMONWEALTH OF AUSTRALIA

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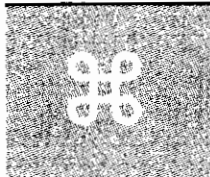
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general, you are expected here to show not just that you have understood what the various writers are saying, but that you also have the capacity to think critically about all that information, and to establish your own final position on the topic. That is, you can choose to agree or disagree with what you have read (as long as you can justify your position.)

Final Steps

In addition, there are other last-minute steps you can take to ensure that your work has the best possible chance of getting the marks you believe you deserve. See chapter 7 for a final checklist.

CHAPTER

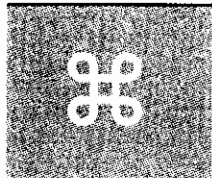
7

FINAL REQUIREMENTS

The following general requirements apply to all assignments.

1. Present all assignments on A4 paper, on one side of the page only, and double-spaced (so that your tutor's comments can be written in.)
2. Use a font size of at least 12, for ease of reading.
3. Include a margin of approximately 4 cm on the left of the page.
4. Number each page.
5. Attach a copy of the Faculty's cover sheet to every piece of work submitted for assessment, making sure that all the required information is supplied.
6. Do not submit assignments with each page in a separate plastic sleeve. (It may look nice, but it means that your tutor has to remove and replace each sheet.)
7. Keep a duplicate copy of all assignments that you submit for assessment.
8. Submit all assignments on or before the due date.

Any excuses involving computers or printers will not be accepted as valid reasons for late submission. It is your responsibility to organise these things so that the assignment is typed, printed and submitted by the due date. (Remember, if your boss, in a real-life work situation, asks you to prepare a report by a given date, it's



not acceptable to say that you couldn't finish it on time because the printer wasn't working!)

In addition, use the following checklist to administer a final polish to your assignment:

- Make sure that you have written at least as many words as required, and preferably not many more! Word limits are designed both to ensure that your coverage of the topic is as comprehensive as required, and to train you to express your ideas concisely.
- Read the assignment topic or instructions again to make sure that you have not drifted away from the requirements.
- Check your spelling, punctuation and grammar, as outlined in chapter 1.
- Make sure that all references and bibliography entries are absolutely correct, as outlined in chapter 3.
- Check that your expression is as brief and concise as you can make it. Don't fool yourself into "padding out" your writing to reach the required word limit. All lecturers have inbuilt, highly-sophisticated "waffle detectors", and they will quickly realise if you are using a lot of words to say very little.

APPENDIX

1

Components of a Report

The following samples of the particular components contained within a formal report have been developed after reference to the report of the Coode Island Review Panel to the Victorian Government following the chemical fires in August, 1991. That panel's interim and final findings were presented in five books, and the Final Report was 265 pages long, with 96 pages of appendices. The Executive Summary alone covered 19 pages, and the Recommendations 11 pages.

Obviously then, the following samples are considerably compressed and modified versions of the counterpart sections in the panel's original reports.

APPENDIX

1

Sample Title Page

**Report of the
Coode Island
Review Panel**

Prepared for:

Hon. Joan Kirner,
Premier of Victoria

Written by:

John Landy
Lynne Kosky
Peter Brotherton
Brian Boyd
Ron Cameron
John Harper

March, 1992

APPENDIX

1

Sample Introduction

1.0 Introduction

1.1 Background and Aim

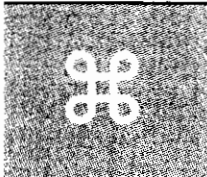
The fires which Occurred at Coode Island on 21 and 22 August 1991 resulted in the Government establishing the Coode Island Review Panel to carry out two phases of research, in order to:

Phase 1 recommend to Government by 2 December 1991 an immediate action plan to minimise the risk associated with the existing Coode Island facility; and

Phase 2 make recommendations to Government by 31 March 1992 on the longer term storage of hazardous chemicals at port facilities.

1.2 Sources and Methodology

A wide range of expert consultants and external organisations were engaged to provide specialised advice throughout the Review. In addition the Panel established an intensive consultation process before reaching its decisions. Some 300 submissions were received and all interested members of the public were kept informed through the Review. Four rounds of consultations were held, public hearings were held in Melbourne, Footscray, Werribee and Geelong, and reference groups and workshops were established to work on specific issues. The Panel has endeavoured to be open with the public throughout the Re-

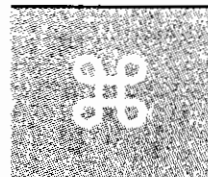


Sample Introduction

view, and it believes that its recommendations take account of the wide diversity of opinions expressed to it. The selection of a site for the new facility followed six months of investigation. It was reached after considering eighteen siting options in the early stages of investigations and then, finally, the detailed merits of three final options - an upgraded Coode Island and two greenfield sites, Kirk Point and West Point Wilson

1.3 Scope

In reaching its conclusions and recommendations, the Panel considered such aspects as the cost of chemical shipments, plant safety audits, environmental impact research, financial feasibility studies, the engineering design of chemical storage facilities, and future estimates of demand for the import and export of bulk liquid chemicals.



Sample Conclusion and Recommendations

Conclusion and Recommendations

Phase 1

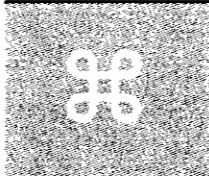
The Panel considered various options aimed at minimising the risk associated with the existing Coode Island facility, including reduction of reserve stocks, co-mingling (where two or more companies share the same inventory stocks), more frequent shipments of lesser volumes, direct supply from local manufacture and removal to alternative licensed storage facilities.

In considering these options the Panel has been mindful of two factors:

- any action that reduces storage and therefore hazards at Coode Island by moving chemicals to another location is not acceptable if this results in an overall increase in risk to the community; and
- some chemicals are more hazardous than others and priority must be given to minimising the risks associated with the most hazardous chemicals.

Taking these factors into account, the Panel recommends that:

1. The average total inventory of all hazardous chemicals stored at the Coode Island facility (approximately 54,000 tonnes) be reduced by at least 8,000 tonnes
2. Each terminal operator prepare a Safety Plan, with particular emphasis being placed on the need for all tanks



Sample Conclusion and Recommendations

storing dangerous goods to be fitted with high level alarms and to have appropriate management controls, and for all tanks with the potential to have an atmosphere in the flammable range to be provided with nitrogen blanketing.

3. The Metropolitan Fire Brigade negotiate with the Port of Melbourne Authority, terminal operators and other users of Coode Island to provide the necessary upgrading of fire systems.

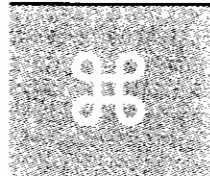
4. The recommendations provided to the Panel by the Port of Melbourne Authority and Arthur D. Little on security improvements be immediately implemented.

5. All employees and contractors working at the Coode Island facility be given refresher training in occupational health and safety.

6. The Health Department Victoria prepare and circulate a community newsletter and media advertisements on possible health implications of the Coode Island fires and install an emergency hotline for public health information.

Phase 2

After its intensive investigation, the Panel believes there is no site for a bulk liquid hazardous chemical port facility in the State of Victoria which would receive support from all sections of the community.

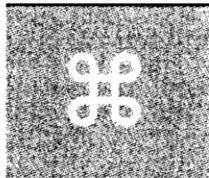


Sample Conclusion and Recommendations

In analysing the two greenfield sites, the Panel eliminated Kirk Point because of its greater environmental sensitivity and its significantly higher construction costs. The Kirk Point option may have provided an environmentally acceptable solution but the cost factor alone meant that the West Point Wilson option was preferable.

The Coode Island facility could be upgraded to meet stringent buffer requirements, provided some housing was acquired. However, the Panel believes the inner city location of Coode Island would mean that as the city develops and continues to modernise, bulk liquid hazardous chemical storage at this site would be the subject of continued controversy, and in all probability, further review. The consequent uncertainty of tenure could inhibit desirable investment opportunities, both on Coode Island and in surrounding areas.

The Panel is therefore recommending that a new facility be established at West Point Wilson for the storage of bulk liquid hazardous chemicals currently stored at Coode Island, with non-hazardous materials such as tallow and vegetable oils remaining at Coode Island.



Sample Summary

Summary

The Coode Island fires of 21 and 22 August, 1991 resulted in the establishment of the Coode Island Review Panel to carry out an investigation and make recommendations on:

1. **immediate risk-minimisation at Coode Island, and**
2. **potential alternative sites for longer-term storage of hazardous chemicals.**

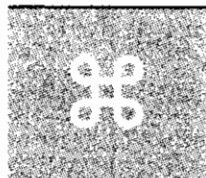
The panel consulted a wide range of experts and external organisations, invited submissions and held a series of public hearings

Eighteen siting options were initially considered, after which the detailed merits of three final options - an upgraded Coode Island and two greenfield sites, Kirk Point and West Point Wilson - were more thoroughly investigated.

The Panel recommends the following actions:

1. Coode Island Risk-minimisation

- The average total inventory of all hazardous chemicals stored at the Coode Island facility (approximately 54,000 tonnes) be reduced by at least 8,000 tonnes.



Sample Summary

- Each terminal operator prepare a Safety Plan, with particular emphasis on high level alarms, appropriate management controls, and nitrogen blanketing of tanks.
- The Metropolitan Fire Brigade negotiate with the Port of Melbourne Authority, terminal operators and other users of Coode Island to provide the necessary upgrading of fire systems.
- The recommendations provided to the Panel by the Port of Melbourne Authority and Arthur D. Little on security improvements be immediately implemented.
- All employees and contractors working at the Coode Island facility be given refresher training in occupational health and safety.
- The Health Department Victoria prepare and circulate a community newsletter and media advertisements on possible health implications of the Coode Island fires and install an emergency hotline for public health information

2. Longer-term Storage

A new Facility be established at West Point Wilson for the storage of bulk liquid hazardous chemicals currently stored at Coode Island, with non-hazardous materials such as tallow and vegetable oils remaining at Coode Island.

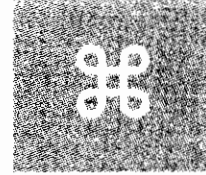
APPENDIX

2

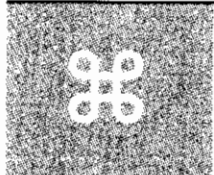
Spelling List

The words on the following list are commonly misspelled in business correspondence. The list has been included in this manual for your convenience to help you avoid making mistakes. If there are any other words that cause you spelling difficulties, add them to this list.

absence	acceptable	accessories	accidentally
accommodate	accompanying	accustom	achievement
acknowledge	address	adequate	adjustment
admirable	advisable	affect (verb)	allotted
all right	already	analysis	apologise
appreciation	appropriate	approval	argument
arrangement	assurance	athletic	attendance
authorise	auxiliary	balance	bargain
believe	beneficial	bookkeeper	bulletin
bureau	business	calendar	cancellation
career	cashier	chiefly	clientele
column	commission	commitment	committed
committee	commodities	comparative	competence
competitive	complementary	complimentary	concede
concession	conducive	confer	conference
congratulate	conscientious	consensus	controlled
convenience	correspondence	correspondents	corroborate
council	counsel	courteous	courtesy
creditor	criticism	criticise	decision
deductible	deferred	deficient	deficit
depreciation	desirable	despite	development
disappointment	discrepancy	dissatisfied	distributor
effect (noun)	eligible	embarrass	environment
equipped	equitable	equivalent	erroneous
evidently	exaggerate	exceed	exceptionally
exorbitant	expenses	experience	explanation
extension	extraordinary	familiar	feasible

**Spelling List**

February	financial	flexible	foreign
forfeit	formally	formerly	forty
fundamental	government	grievance	guarantee
guidance	handicapped	helpful	hesitancy
hindrance	humorous	hurriedly	illegible
immediately	inadequate	inaugurate	incidentally
inconvenience	independent	indispensable	inducement
initiative	inquiries	insolvency	insurance
intelligible	intentionally	intercede	interruption
irrelevant	installation	invariable	jeopardise
justifiable	laboratory	legible	liable
licence	license	liquidation	livelihood
maintain	maintenance	manufacturer	mediocre
mercantile	merchandise	miniature	miscellaneous
misspell	mortgage	naturally	necessary
negligible	neighbour	nineteenth	ninth
obsolete	occasionally	offered	official
omission	omitted	opportunity	optimistic
originate	pamphlet	parallel	parliament
particularly	permanent	permissible	permitting
perseverance	persistence	planned	possession
practise (verb)	practice(noun)	precedence	predominant
preferable	preference	preferred	prejudice
preparation	prevalent	procedure	proceedings
profited	progress	promissory	proportionate
chasing	quantity	questionnaire	readjustment
receipt	receivable	recipient	recommend
reconcile	reference	referred	register
regrettable	reimbursement	relief	remittance
repetition	representative	requisition	retroactive
salable	satisfactory	scarcity	schedule
secretary	seize	serviceable	significance
specifically	stationary	stationery	statute
subsidiary	substantiate	substitute	successful
superintendent	supersede	supervisor	supplementary



Spelling List

systematic	tactfulness	technique	temperament
temporarily	tendency	thoroughly	transferable
transferred	treasurer	truly	twelfth
typical	unanimous	unbelievable	unconscious
uncontrollable	undoubtedly	unforeseen	unnecessary
until	usage	using	usually
vacancy	variety	versatile	vicinity
visible	volume	warehouse	warranted
Wednesday	welfare	wholly	witnessed
writing	written	yield	



Plagiarism

As indicated earlier, all universities have strict policies about plagiarism, or presenting someone else's work for assessment. In the worst cases, students have been expelled from their courses.

Victoria University's policy on plagiarism is outlined in the *Faculty of Business and Law Handbook*, as follows:

"... a student shall not, during, or in connection with the performance of any component of assessment, submit, or represent the whole or part of published or unpublished material, written or prepared by some person or persons other than the student, as being the work of that student.

Any student committing a breach of this rule shall be guilty of a disciplinary offence, and all further proceedings will be conducted in accordance with Statute 4.1 – Discipline, and Statute 2.7 – The Discipline Committee."

APPENDIX

4

Writing Legal Assignments

There are particular requirements in writing law essays and assignments. Usually the preferred referencing style involves footnotes (at the bottom of each page, starting from number 1 on each page) or endnotes (at the end of the work, with numbers starting from 1 and continuing on throughout the work). Giving the full reference details in the body of the text may be acceptable.

Citation of cases

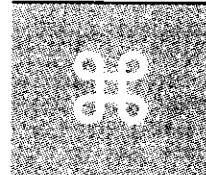
The form to be used when referring to a case is as follows:

Wardley v Ansett Industries (Operations) Pty Ltd 101 (1984)
CLR 21, 25

This indicates the name of the parties (which can be in italics or underlined), the volume (101) of the Commonwealth Law Reports (CLR), the page on which the report starts (21) and the exact page being referred to (25). The year of the case is also given (1984).

Cases should be referred to initially by their full name as printed in the report, but thereafter they may be abbreviated.

Eg. *Wardley v Ansett Industries (Operations) Pty Ltd*, 34
(this also gives the exact page referred to)
Wardleys Case

**Citation of Statutes**

The form to be used in citing Acts of Parliament (Statutes) is as follows:

Trade Practices Act 1974 (C'th) s 3
Crimes Act 1958 (Vic) s 13 (4)

This indicates the name of the Act, the year it was passed or consolidated, what parliament passed it and the particular section (and subsection if required) of the Act referred to.

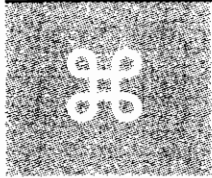
The names of the Act can be in italics or plain text (choose one way and stick to it).

Citation of Books

The form to be used for books is as follows:

R B Vermeesch and K B Lindgren, *Business Law of Australia*, 9th ed, 1998, Butterworths, Sydney, p 21-4.

This provides the names of the authors (full first names can be given instead of initials), the name of the book in italics, the edition of the book, the year it was published, the publisher and the place it was published (these last two are optional) and the exact pages referred to. After the first full citation it may be abbreviated to the last names of the authors, the name of the book and the page number(s).



Citation of Articles

The form to be used for citing articles from magazines or journals is as follows:

D Gregg, 'Promissory estoppel: is it the answer?', 1999 5 *ALJ* 45, 47-9

This states the name of the author, the name of the article (in single quotation marks) and details of the journal in which the article appeared including the year (1999), the volume number (5), the abbreviated name of the journal in italics (*ALJ* for Australian Law Journal), the page where the article commenced (45) and the exact pages referred to in the article (47-9).

Again, this may be abbreviated in subsequent references after the first full reference.

General approach

When in doubt, make sure you give sufficient details for the writer to quickly find the source being referred to. That is, cite the name of the author or original source, the name of the document, the name of the publication in which the document appears, the edition and/or date of publication and the relevant page(s) in the publication where the material appears. In addition, make sure that you choose one method of referencing and use it consistently throughout the written work.

It may also be helpful to check how references are cited in the text books you are using in the particular law subject you are studying.

BIBLIOGRAPHY

General Writing Texts

Anderson, I., Durston, B., Katz, C., Poole, M. & Horton, A. 1969, *Study Methods: A Practical Guide*, McGraw-Hill, Sydney.

Anselmo, T., Bernstein, L. & Schoen, C. 1986, *Thinking and Writing in College*, Little, Brown and Co., Boston.

Australian Government Publishing Service 1996, *Style Manual for Authors, Editors and Printers*, 5th edn., Canberra

Ballard, B. & Clanchy, J. 1984, *Study Abroad: A Manual for Asian Students*, Longman, Kuala Lumpur

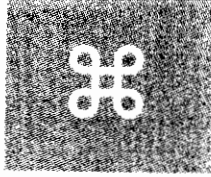
Betts, K. & Seitz, A. 1986, *Writing Essays in the Social Sciences*. Nelson Wadsworth. Melbourne.

Campbell, W., Ballou, S. & Slade, C. 1982, *Form and Style: Theses, Reports, Term Papers*, Houghton Mifflin, Boston.

Creame, P. & Lea, M. 1999, *Writing at University: A Guide for Students*, Open University Press, Buckingham, UK.

Dwyer, J. 1999, *Communication in Business: Strategies and Skills*, Pearson Education, Sydney.

Fowler, H. W. 1984, *A Dictionary of Modern English Usage*, 2nd edn, Oxford University Press, Oxford.



Garrett-Goodyear, J., Harries, E., Patey, D. & Shook, M. 1988, *Writing Essays*, Hawker Brownlow Education, Stamford, Conn.

Hastings, E. 1984, *How to Study at Tertiary Level*, Nelson, Melbourne.

Lester, J. 1967, *Writing Research Papers*, 5th ed., Scott, Foresman and Co., Glenview, Ill.

McEvedy, R. et al 1985, *Studying in Australia*, Nelson, Melbourne.

Miller, C. & Swift, K. 1988, *The Handbook of Nonsexist Writing*, Harper and Row, New York.

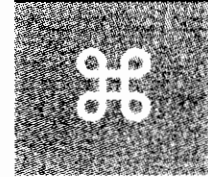
Morgan, M. 1991, *Essay Writing*, University of Melbourne Counselling Services. Melbourne.

Nightingale, P. 1986, *Improving Student Writing*, Higher Education Research and Development Society of Australasia, Sydney.

Oshima, A. & Hogue, A. 1999, *Writing Academic English*, 3rd ed., Longman, New York.

Phillips, G. & Hunt, L. 1979, *Writing Essays and Dissertations: A Guide to the Preparation of Written Assignments in Colleges and Universities*, Landfall Press. Perth. W.A

Putnis, P. & Petelin, R. 1979, *Professional Communication: Principles and Applications*, 2nd ed., Prentice Hall, Sydney.



Sorenson, S. 1986, *The Student's Guide to Writing Better Compositions*, Prentice Hall, New York.

Strunk, W. Jr. & White, E. B. 1972, *The Elements of Style*, Macmillan. New York.

Report Writing

The following textbooks include sample reports which you can use as models when compiling your own report.

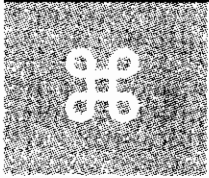
Bowman, J. & Branchaw B. 1988, *Business Report Writing*, 2nd ed., Dryden Press, Chicago. (Chapter 17)

Kohut, G. & Baxter, C. 1987, *Business Communication: A Functional Perspective*, Merrill, Columbus. (pp. 288-304)

Olsen, L. & Huckin, T. 1991, *Technical Writing and Professional Communication*, 2nd ed., McGraw-Hill, New York. (Appendix C, pp. 533-569)

Ruch, W. & Crawford, M. 1988, *Business Reports: Written and Oral*, PWS-Kent, Boston. (pp. 206-224)

Trzyna, T. & Batschelet, M. 1987, *Writing for the Technical Professions*, Wadsworth, Belmont, Cal. (pp. 22-229)



Grammar

If your knowledge of grammatical terminology (eg, subjects, verbs, objects etc) needs revision, consult the following texts, which include short sections on the basics of grammar and punctuation.

Bowman, J. & Branchaw, B. 1988, *Business Report Writing*, 2nd ea., Dryden Press, Chicago. (Chapter 3)

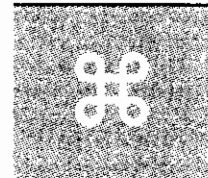
Kohut, G. & Baxter, C. 1987, *Business Communication: A Functional Perspective*, Merrill, Columbus, Ohio. (Appendix B. pp 447-463)

Olsen, L. & Huckin, T. 1991, *Technical Writing and Professional Communication*, 2nd ed., McGraw-Hill, New York. (Appendix A, pp. 503-518)

Oshima, A. & Hogue, A. 1999, *Writing Academic English*, 3rd ed., Longman, New York. (Part III and Appendices A and B)

Wells, W. 1988, *Communications in Business*, PWS-Kent, Boston. (Appendix G. pp. 585-610)

Windschuttle, K & Elliott, E. 1999, *Writing, Researching, Communicating: Communication Skills for the Information Age*, McGraw-Hill, Sydney. (Chapters 4, 45 & 46)



In addition, two useful websites provide information and exercises on grammar and sentence structure:

<http://ccc.commnet.edu/grammar/>

<http://www.engl.niu.edu/dhardy/grammarbook/title.html>