AGUIDE TO WRITING A BOOK REPORT

For Westminster Christian Institute Uganda

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Reading Report

1.a Guide for Reading Reports

Please follow this form when writing a reading report. Write a separate report for each book or article. Write at least one page for every 100 pages that you read. Your report on each book or article should include: 1) Biographical Information and 2) the Report itself.

Student's Name

Bibliographical Informationof each book or article

Author (Surname first, Given name Second).

*Title*, City of Publisher: Name of Publisher, Year of Publication. Number of Pages

 Write this information below the student's name. Use one or two lines, as you would when you include it in a Bibliography. I give an example:

Happy, R. (2024). *Church Leadership and Administration in the Local Church.* Kampala. Westminster Christian Institute Uganda Publications, pp. 174.

Though bibliographies do not state the number of pages, we require it for the reading report because students should report to examiner how many pages they have read.

Report

The Reading report should have a length of 3 pages when the student reads 300 pages; it should have a length of 6 pages when the student reads 301-600 pages. The report should include the following information:

 Brief Summary (Write a summary of what the author says, without giving your own opinions).

 Evaluation (Give your own opinion of what the author says and explain why you hold to your opinion. Give reasons for your opinion.)

 Personal Application. (State how this reading will affect your life, ministry or your work experience. Explain whether the book was helpful and how it helped. Make specific points).

 Write Questions which this reading makes you ask.

The Examiner or Assessor will grade the reading report based on how well the student provided this information.

1.b Guide for Essay

The Assignment:

Students should go to the course requirements to read about the content of the essay assignment. Here I indicate information about the required form for the essay.

The Essay Form:

Essays must include the following:

Title Page, Outline, The Essay (with the length which the course requirements state)

Use at least five references, written at the bottom of the page and use APA referencing style.

Write title for sections in the essay; include these titles in the outline. The essay should include these parts: a) Essay Introduction; b) The Body of the Essay; and c) Essay Conclusion

The Bibliography (Students should list at least five sources--printed or internet--in the Bibliography or reference list.

Grading

Coordinators will use the following standards to grade the essay:

 **Structure**: Does the essay possess a good introduction, body and conclusion? The introduction should a clear thesis or premise or proposition that threads through and ensures coherence.

 **Content**: Does the essay provide thoughtful and helpful information broken down into sections?

 **Style**: Does the essay follow the requirements for writing the essay?

 **Grammar:** Does the essay use good language grammar and punctuation?

 **Verification**: Does the essay cite sources correctly?

 **Application:** Does the essay apply its information to the church ministry, society and work experience?