

Checklist for My Own Place Report

Ensure you can tick each statement before you hand up your my own place report for correction. If any statement cannot be ticked, make the necessary changes.

- Is your “My Own Place” Report word processed?
- Have you checked your word count – between 1000 and 1500 words?
- Does your “My Own Place” Report relate to an LCVP investigation that you engaged in during the course of the two year programme?
- Have you been consistent in your use of punctuation, capitals, font, underlining, etc?
- Have you a clear title stating it is a Report on “My Own Place”?
- Have you a subtitle, which describes the investigation?
- Did you state your name as the author?
- Have you included for the attention of and date of completion?
- Have you included the table of contents?
- Have you numbered the pages and recorded numbers in the table of contents?
- Have you an introduction, describing the area?
- Does your introduction include the scope of the investigation and perhaps a map?
- Have you stated the group’s aims?
- Have you stated your personal aims?
- Have you described your key aspects?
- Have you arranged them in a logical sequence?
- Have you included illustrations or tables?
- Have you included Research Methods, at least three?
- Did you include an out-of-school activity?
- Have you dated and described the activity?
- Have you analysed a local issue and issued recommendations?
- Have you linked the learning to two Leaving Certificate subjects and stated how they were useful?
- Have you described your personal contribution to this investigation?
- Did you give at least three conclusions you have drawn from this investigation?
- Did you relate your conclusions to your aims?
- Resulting from the conclusions you and your group have come to, what recommendations did you make?
- Have you evaluated the experience of the investigation?
- Have you evaluated the group performance of the investigation?
- Have you evaluated your individual performance of the investigation?
- Did you submit an appendix with a maximum of two items?

Proof read your my own place report once again before including it in your portfolio. Make any corrections necessary. Remember to submit your best my own place report for assessment.