

GUIDELINE TO PREPARE ASSIGNMENT AND COVER PAGE

A. PAGE SET UP FOR COVER PAGE

Top : 1"
Left : 1.25"
Right : 1.25"
Bottom : 0.6"

Paper type

Colour : White or any colour suitable with the subject
Weight : More than 80g

Binding

4 – 15 pages : Staples and binding tape
More than 16 pages : Ring binding / Comb binding

B. GENERAL FORMAT FOR ASSIGNMENT

1. Font type : Times New Roman
(Size: 12 point)
: Arial
(Size: 11 point)

2. Spacing between lines: Double

3. Any writing must complete with the below format:-

1.0 Introduction

2.0 Communication Problems in the Third Countries

2.1 Government policies
(Explanation)

2.2 Language Barriers
(Explanation)

2.3 Culture
(Explanation)

3.0 Conclusion

4. References list or Bibliography (*in alphabetical order*)

Ahmad Atory Hussain.1991. *Pengurusan Organisasi*. Utusan Publication & Distributors Sdn Bhd : Kuala Lumpur.

D. S. Pugh & D. J. Dickson.1989. *Writers on Organizations*. Penguin Books : England
David Hussey. 1994. *Strategic Management: theory and Practice*. Pergamon: United Kingdom.

Hellriegel Slocum. 1996. Management Seventh Ed. South Western: United State.

Journal

Charlton BG, Andreas P. *What is Management and What Do Managers Do? A Systems Theory Account*. Philosophy of Management 2003: 3: 1-15.

Greco, Albert N. *Book Publishing Industry (2nd Ed.)*. Mahwah, NJ, USA: Lawrence Erlbaum Associates, Incorporated, 2004. p viii.

Wawancara

Tuan Haji Abdul Manaf Saad, 12 April 2007, 2pm – 4pm.

C. AN EXAMPLE OF COVER PAGE

<p style="text-align: center;">KOLEJ IKIP'S LOGO</p> <p style="text-align: center;">SUBJECT NAME (size: 18 point)</p> <p style="text-align: center;">SUBJECT CODE (size: 18 point)</p> <p style="text-align: center;">ASSIGNMENT'S TITLE (size: 20 point, bold)</p> <p style="text-align: center;">PREPARED BY: (size: 18 point)</p> <p style="text-align: center;">STUDENT'S NAME</p> <p style="text-align: center;">IDENTITY CARD / MATRIC NUMBER</p> <p style="text-align: center;">COURSE CODE</p> <p style="text-align: center;">PREPARED FOR (size: 18 point)</p> <p style="text-align: center;">LECTURER'S NAME</p> <p style="text-align: center;">DATE OF SUBMISSION:</p> <p style="text-align: center;">(size: 18 point)</p> <p style="text-align: center;">SCHOOL OF DIPLOMA STUDIES, KOLEJ IKIP (size: 18 point)</p>
