

**National FFA Agricultural Technology and Mechanical Systems
Career Development Event
2016
Team Activity**

Guidelines for writing the summary report

This report is to summarize the work your team did during the team activity. It will include the steps of the project so someone reading your report could duplicate the project. This report will include the following parts:

- An introduction - **10 points**
- Delegation of tasks - **15 points**
- Steps to designing the product – **15 points**
- Conclusion - **10 points**

Scores on report will be based on **content, grammar, spelling, organization, and conciseness.**

- Write the answers to the questions and attach these to the end of your summary report

Introduction

The introduction should be concise. It should be a brief overview of the team activity. This should be written in narrative form.

Delegations of tasks

In this section the judges want to know how the labor and responsibilities were divided. Explain how the group worked as a team. Identify the division of labor and management. Begin with an introductory sentence. The remainder can be written with bullet points.

Steps for designing the product

Use this section to briefly describe the process you went through to design the product constructed.

Steps for construction

The purpose of this section is to explain to another group the process of constructing the product built in this activity. Begin with an introductory sentence. The remainder can be presented in numbered statements. This part of the report can be an opportunity to make suggestions that would improve the process where you experienced particular challenges.

Conclusion

Like the introduction, the conclusion should be brief and to the point. Describe what your team learned and the benefits you received from this activity.

Answers to questions

Write the answers to the questions and attach them to the end of this summary report.