

The **header** is right justified, Times New Roman 12 point plain face. It consists of a shortened version of your title and the page number. Start numbering your document from the title page. There are five spaces between the end of your title and the page number. By default, the header appears .5 inch from the top of the page.

Work or Study After Graduation? 1

At the top of the page, enter two double spaced lines before the title

Work or Further Study After Graduation? ↑

A Survey of Student Attitudes in Singaporean Universities

Enter one double-spaced line between the title and your names.

Chen Lei, Huang Fei, and Zhang Weigang

If there are two members in the survey group, separate the names with "and".

National Institute of Education

If there are three members in the survey group, put commas after the first two names, and insert "and" before the third.

CSP 101: Introduction to Computer Skills

Mr Wilkinson

2 March 2001

The **title page** information is centered and double-spaced. The font is 12-point, Times New Roman.

The title is in bold face.

Your name, the name of your institution, your course, your instructor's name, and the date of submission are all in plain face.

Insert a **page break** before continuing to page 2.

Do not enter blank lines as a way to start page 2.

At the top of the page, enter a single 1.5 spaced line; then copy the complete title as it appears on the title page; then enter a single 1.5 spaced line before the beginning of your text. Do not type the word "Introduction".

Indent all paragraphs .5 inch, using the **first-line indent tab** on the ruler.

Work or Further Study After Graduation?

A Survey of Student Attitudes in Singaporean Universities

With the development of modern society, knowledge becomes more and more important element of a good job. Therefore, more and more students consider studying further after graduation from universities. In China, if you want to find a good job, you must get masters degree at least. However, we are not familiar with the situation in Singapore.

Therefore, we, four students conducted this survey in order to get a general idea. Do the graduates intend to study further or work immediately? What are the reasons for their choices? Are their choices related to family conditions? Are they satisfied with what they have learned in universities?

The text of your document is left-justified, 12-point Times New Roman with 1.5 line spacing.

All margins should be set to 1 inch.

Level One heading

Methodology

Level Two Heading

Design of Questionnaires

In order to collect many details on our topic, we designed two questionnaires (See Appendixes A and B.) The first one is for the students who want to work, containing nine questions. The other is for the students who want to take a further study, containing eight questions. By the way, the main reason for using two questionnaires was that if we had prepared only one questionnaire for those who are going to work after their graduation, we might have arrived only one part of our survey. Information for those who want to take a further study is equally important to us. Before conducting our survey, we have changed some questions according to the advice given by our lecturers.

Survey and Interviews

As we are studying at NIE (National Institute of Education), we had to do the survey mostly at weekends. In order to find the correct and representative students when we interviewed for information, we carried out our interview mostly during the dining time. Our interviewees did not have to rush to classes and had more time to think of the questions. All of them were friendly to us. Thanks to their co-operation; we had a pleasant survey.

Headings are formatted differently depending on their level. Important words are capitalized.
Level One headings are bold face and centered.
Level Two headings are left-justified, plain face, and italicized.

Start a new section on the following page if there is not room for at least three lines of the first paragraph of the section following the heading.

Side and top margins are exactly 1 inch.

The bottom margin is at least 1 inch.

Side and top margins are exactly 1 inch.

Results

Sample I: Students Who Plan to Work

What is the information we have found? Firstly, 66.7% of the sample I are going to work and 33.3% are going to take a further study after their graduation from universities.

There was little difference between the males and the females. (See Figure 1.)

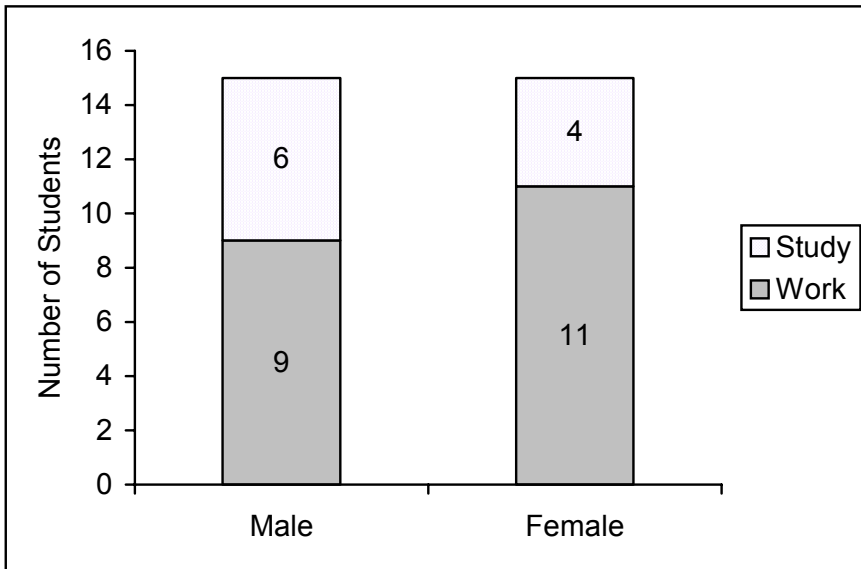
Figure 1

Figure label appears **above** the figure.

The title of the figure is italicized and underlined. The title appears **outside** the chart.

Figures include charts and pictures. Figures are numbered and referred to in your text, **before** the figure is displayed.

Number of Respondents Indicating Work or Study



Figures should be simple and two-dimensional, and should communicate clearly. There should be distinct shading for each section. All figures should be similar to the size shown here, with axes clearly labelled and a border surrounding the figure. Use Arial 11-point font, plain face, for the axes and legend.

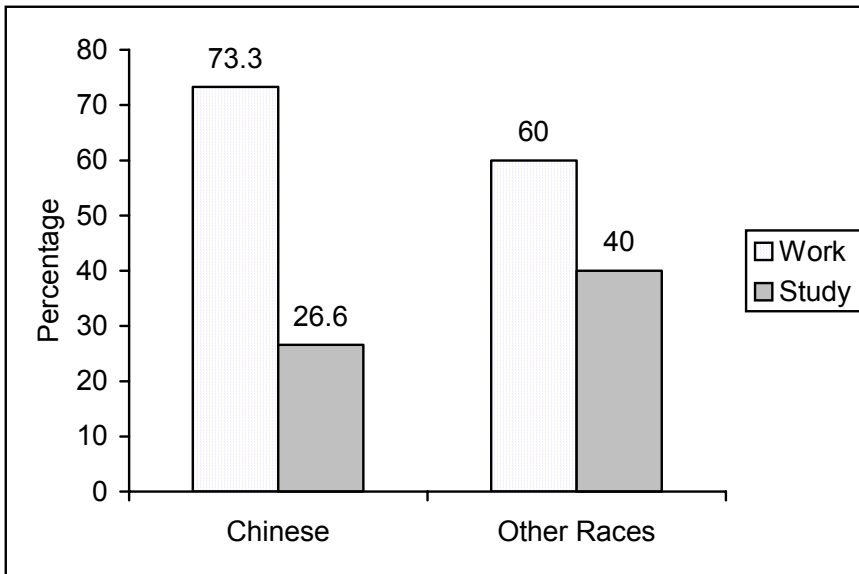
Fifteen of our interviewees are Chinese students who depend on scholarships from MOE in Singapore. The other 15 are from other races. Therefore, we can check whether there is relationship between choices and races. 73.3% of the Chinese students and 60% of other races' students chose to work. (See Figure 2.)

The text reference for figures, tables, and appendixes is a separate sentence inside parentheses. Notice the position of the period inside the parentheses.

If there is insufficient room for a figure and its captions to appear on one page, insert a page break and display the complete figure, together with its label and caption, at the top of the next page.

Figure 2

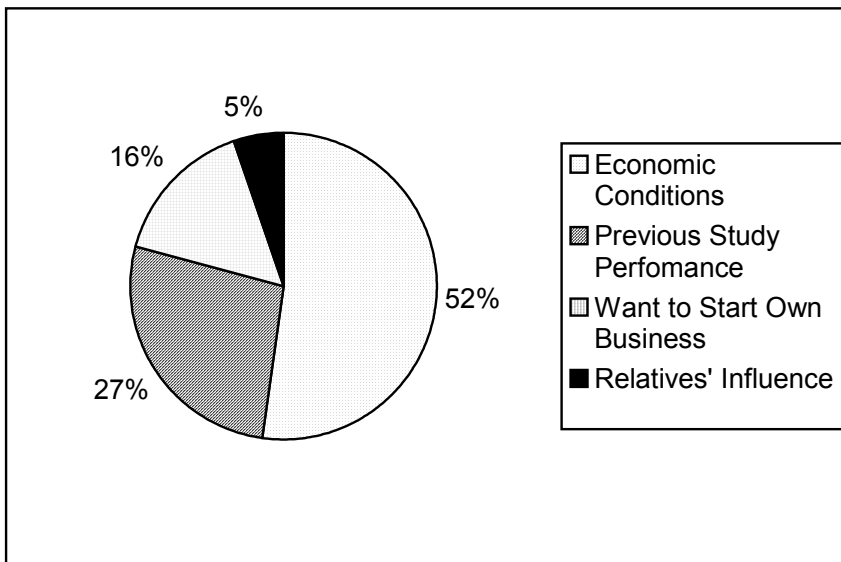
Percentage of Respondents Planning to Work or Study by Group



Thirdly, 52.6% of the sample I are influenced by the economic condition of their families. However, 5.3% are affected by their relatives. What's more, 15.8% want to start their business early, so they want to work after their graduation. (See Figure 3.)

Figure 3

Reasons for Planning to Work After Graduation



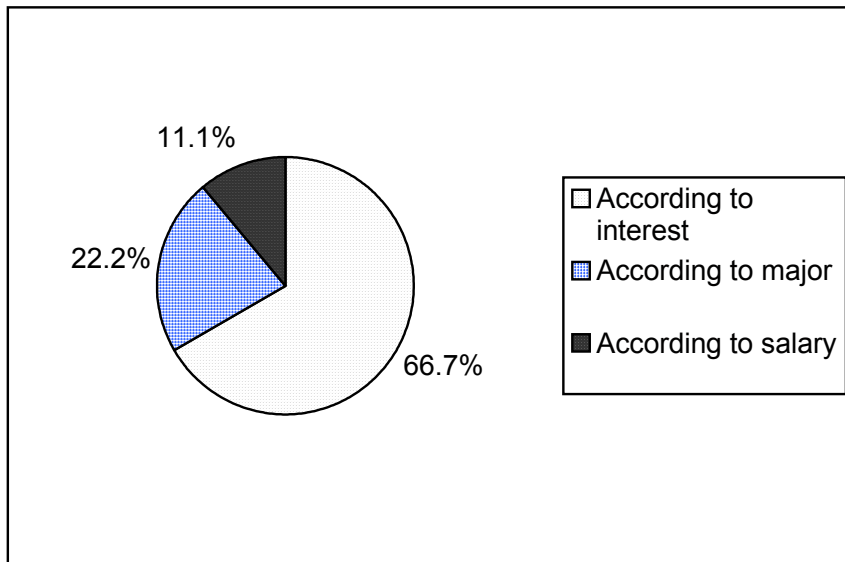
The shading of the different sections of your chart should clearly contrast with each other when the document is printed in black and white.

Fourth, most of the sample I don't think what they've learned in the universities is enough, and they will study in their spare time when they have jobs. About 40% are confident of getting a satisfactory job, and 15% are not sure about that.

Fifth, up to 66.7% of the sample I will take jobs according to their interests and 22.2% will do that according to their majors. In addition, 11.1% of them will take jobs according to the salary of the jobs. (See Figure 4.)

Figure 4

Priorities in Choosing a Job



Through 20 interviewees, we also found that the jobs they will take can be divided into four groups. (See Table 1.)

Table 1

Career Choices of Respondents

Career	Number of respondents	Percentage of sample
Engineer	9	45
Researcher	4	20
Teacher or professor	4	20
Others	3	15

Tables are produced in Microsoft Word. Format them using "Simple 1", found on the Table menu under Autoformat.

The table should be displayed in a size that makes it easy to read; here, the data columns are about .5 inch wide.

Labelling and captioning follow the style for figures.

Headings in the table are single spaced.

Data (not headings) needs 1.5 spacing, unless there is more than one line in the cell. If so, single spacing is needed.

Sample II: Students Who Plan to Study

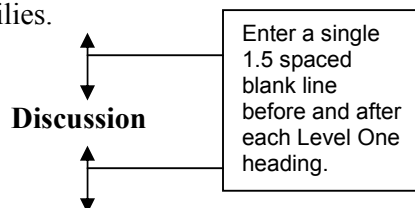
From Questionnaire 2, we found the following information: 60% of the samples II are from the families with average economic circumstances and 40% from families with good economic circumstances.(Figure 6).

50% of sample II consider that what they have learned in the universities will not be enough for getting a good job. So 30% are interested in their own majors and they'll take a further study on them. Besides, 20% are offered the chances to get a further study by the universities.

On the level of study they planned, 10% reported that they would study for a doctorate, while 50% said they would work towards a master's degree. Another 40% said the higher the better. Of the students in sample II, 50% are supported to take a further study by their parents very much and 30% decide this by themselves.

40% of them are confident about the further study and all of them will stick to their study. Half of them feel easy and they can manage during the university-course. About 40% of them consider the course very difficult. And only 10% of them consider their courses very easy, so they can do very well in them.

As a further study will cost them a lot of money, 70% of them will take a part-time job to support themselves. What's more, 30% of the sample II will depend on their families and themselves, but mostly on their families.



From our findings, we can see that the respondents' gender has little influence on their choice. This shows us a bright future for females.

Finding two tells us there is not great difference among students from China and other races. Only 26.7% of our Chinese interviewees are going to study for higher degree. This differs very much from the students in China. When we referred to this point, most of them said it was due to the different situations in China and Singapore. They can easily get a job here without a master's degree while they cannot in China.

From finding three, more than one half of the students who want to work made this choice because of their families' economic condition. We hope that there will be more fund and scholarships for poor students.

The first and final findings of sample II show that though some students chose further study, none of them will completely depend on their families. They have realised that they should be independent after graduation from universities. What's more, during the interview we found that most students considered social experience important.

Conclusion and Recommendation

From the findings and discussion, we can see that more than a half of college students will work after graduation, while 52.6% are because of family condition. This suggests us something to think about: economic condition of families is still a restriction for further study to many students. It is a pity and we hope that this situation will change one day. We think that more scholarships should be given to students from average condition families.

Through further investigation, we find that many students have clear picture for their future. Most students who want to work have a clear picture of their future jobs. Meanwhile, most of the students who decided on further study plan to do part-time jobs to support themselves.

Though our study was small, it gave some valuable information. If a similar study could be done with more participants, it could give a better picture of students' plans for work or further study after graduation, and the reasons for their plans.

Appendixes begin on a separate page. Remember to start a new page using "Insert Page Break" from the "Insert" menu.

Appendix A ←

Questionnaire 1

Appendixes are labelled A, B,C, etc, and are formatted as the main document (1 inch margins, Times New Roman 12-point, plain face font, 1.5 line spacing).

Do you plan to work or study after your graduation?

We're collecting information on this topic to complete a required report. Please choose the answer that best reflects your opinion or attitude. If you don't wish to answer a question, please feel free to go to the next question.

QUESTIONNAIRE(1)

Sex: ___ Age: ___ Institute: _____

Major: _____

1. Why do you want to work after graduation?

- A. To improve the economic condition of my family.
- B. Being tired of study.
- C. The influence of my relatives.
- D. To start my own business early.

2. What about the economic condition of your family?

- A. Very good.
- B. Good.
- C. Just so-so.
- D. Not good.

3. What do you think of your study in the university?

- A. Very easy
- B. Easy.
- C. Difficult
- D. Very difficult.

4. What kind of job do you want to take?

5. What's the reason for taking that job?

A. My interests

B. My major.

C. The salary of the job is high.

D. Others: _____

6. What kind of job do your parents expect you to take?

A. Computer Programmer

B. Businessman

C. Teacher

D. Scientist

Others: _____

7. Do you think your four years' education in the university is enough for you in the future?

A. Yes.

B. No.

C. Not sure.

D. Possible.

8. Are you confident of getting a satisfactory job?

A. Yes.

B. Perhaps I can.

C. Not sure.

D. Sorry I can't.

9. If you experience difficulties in your work, would you consider undertaking study in your spare time?

A. Yes.

B. Not sure.

C. Perhaps

Appendix B
Questionnaire 2

Do you plan to work or study after your graduation?

We're collecting information on this topic to complete a required report. Please choose the answer that best reflects your opinion or attitude. If you don't wish to answer a question, please feel free to go to the next question.

QUESTIONNAIRE (2)

Sex: ___ Age: ___ University: _____

Major: _____

1. What's the main reason for your going on studying after graduation?

- A. I'm interested in my major and want to learn more.
- B. I think my knowledge won't be enough to get a good job.
- C. My parents want me to do so.
- D. Other reasons: _____

2. What academic degree will satisfy you?

- A. Masters
- B. Doctorate
- C. Post-doctorate
- D. The higher the better

3. Do your parents want you to go on studying?

- A. Yes, a little.
- B. Yes, very much.
- C. No.
- D. Never.

4. What about the economic condition of your family?

- A. Good.
- B. Very good.
- C. Just so-so.
- D. Bad.

5. Will you find a part-time job to support yourself during your further study after graduation?

- A. No, I will depend on my family.
- B. Maybe I will, but I will mostly depend on my family.
- C. Maybe I will and I will mostly depend on myself.
- D. Yes, I will.

6. How do you feel about the courses in university?

- A. It's very easy and I can do it very well.
- B. It's not difficult and I can manage.
- C. Neither difficult nor easy.
- D. Difficult.

7. If you find further study difficult, what will you do?

- A. I'll be self-confident and overcome the difficulties.
- B. Encourage myself and try my best.
- C. Give up.
- D. Others: _____

8. What do you think of the people who begin to work after graduation from university?

- A. They are right.
- B. Everyone has his own choice.
- C. Not sure.
- D. They have narrow vision.