**final report**

Example 1

Outer Cover Page

(1 student with 2 advisors)

4 cm

4 cm

3 cm

3 cm

**TITLE OF THE FINAL REPORT IN BOLD UPPERCASE LETTERS, MAXIMUM 12 WORDS (Font Size 16)**

****

4 cm

4 cm

**To fulfill one of the graduation requirements for the D-III English Study Program**

**Politeknik Negeri Sriwijaya**

**Prepared By :**

**Student Name**

**NPM .............................**

**Advisors :**

**Advisor Name 1 (including academic title)**

**NIP .....................................**

**Advisor Name 2 (including academic title)**

**NIP ...................................**

**d-iii ENGLISH study program**

**POLITEKNIK NEGERI SRIWIJAYA**

**2025**

**FINAL REPORT**

Example 2

Inner Cover Page

(1 student with 2 advisors)

4 cm

**TITLE OF THE FINAL REPORT IN BOLD UPPERCASE LETTERS, MAXIMUM 12 WORDS (Font Size 16)**

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4 cm

4 cm

**To fulfill one of the graduation requirements for the D-III English Study Program**

**Politeknik Negeri Sriwijaya**

**Prepared By :**

**Student Name**

**NPM .............................**

**Advisors :**

**Advisor 1 Name (including academic title)**

**NIP .....................................**

**Advisor 1 Name (including academic title)**

**NIP ...................................**

**D-III english STUDY PROGRAM**

4 cm

3 cm

**politeknik negeri sriwijaya**

**2025**

3 cm

**APPROVAL PAGE**

4 cm

4 cm

3 cm

3 cm

Example 3

Approval page

(Prepared by 1 student with 2 advisor)

The Final Report Titled :

**TITLE OF THE FINAL REPORT IN BOLD UPPERCASE LETTERS, MAXIMUM 12 WORDS p**repared by Student **Name (NPM ……………..)** has been approved by the advisors for defense in **the Final Report Examination**.

**Advisor 1**

**Full name and academic title**

**NIP ……**

**Advisor 2**

**Full name and academic title**

**NIP ……**

**validation page**

4 cm

4 cm

3 cm

3 cm

Example 4

Validation Page

The Final Report titled :

**TITLE OF THE FINAL REPORT IN BOLD UPPERCASE LETTERS, MAXIMUM 12 WORDS p**repared by **Student Name (NPM ……………..)** has been defended in the Final Report Examination before the Examination Committee on **Day, Date**.

|  |  |  |
| --- | --- | --- |
|  | **Examination Committee** | **Signature** |
| **Chairperson** | Full name and academic title |  |
| NIP ……………. |
| **Member 1** | Full name and academic title |  |
| NIP ……………. |
| **Member 2** | Full name and academic title |  |
| NIP ……………. |

**Acknowledged By:**

**Head of the Department of Language and Tourism**

**Politeknik Negeri Sriwijaya**

**Full Name and Academic Title**

**NIP ……………………….**

**Plagiarism-free declaration**

Example 5

Plagiarism-Free Declaration

4 cm

I, the undersigned :

Name :

NPM :

Year of Enrollment :

Study Program :

Declare that this scientific document Final Report does not contain any parts of other scientific works that have been submitted to obtain an academic degree at any Higher Education Institution. Additionally, there are no works or opinions written or published by others/institutions, except those properly cited and listed in the references.

3 cm

4 cm

I hereby declare that this scientific document is free from any elements of plagiarism. Should this Final Report later be proven to be plagiarism of another author’s work and/or deliberately submit others' work or opinions as my own, I am willing to accept academic and/or legal sanctions in accordance with applicable regulations.

Palembang, Date-Month-Year

E-Stamp Duty

10000

……………………..

NPM.

3 cm

**preface**

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4 cm

1,2 cm

3 cm

Example 6

Preface

The preface is written using Times New Roman font, size 12 pt, with 1.5 spacing. It contains a brief overview of the topic and title of the final report, which will be elaborated in detail from Chapter 1 to Chapter 5. The first paragraph of the preface explains the importance of discussing the issue under review.

The preface should be written in 1 to 2 paragraphs. The second paragraph may emphasize the necessity of constructive criticism and suggestions to enhance the research.

**Writer’s Name**

3 cm

**ABSTRACT**

4 cm

4 cm

2 cm

3 cm

Example 7

Abstract

The abstract consists of a maximum of 200 words written in Indonesian. It covers key issues, research objectives, methodology/approach, and research findings. The abstract is written in a single paragraph, justified alignment, and should not exceed 200 words. (Font: Times New Roman 11, single spacing).

**Keywords:** Maximum 5 keywords, separated by commas. (Font: Times New Roman 11, single spacing).

3 cm

**ACKNOWLEDGMENT**

4 cm

Example 8

Acknowledgment

(Font Times New Roman 12, space 1.15).

1,2 cm

All praise and gratitude are devoted to Allah swt, who has granted health, mercy, and guidance, allowing the writer to complete this Final Report as one of the requirements for obtaining an academic degree. Although far from perfect, the writer takes pride in reaching this stage and completing this Final Report promptly.

A fellow student at Sriwijaya State Polytechnic once said, “If you have a goal, set a deadline to achieve it.” This mindset has driven the writer to push themselves to the maximum limit, ensuring the completion of this Final Report within the designated time. This Final Report is dedicated to:

* My beloved parents, Jaya Somantri and Ade Rahmah, thank you for your endless prayers, encouragement, motivation, sacrifices, advice, and unconditional love.
* My younger siblings, RiKy Alfari, Naswa Putri Fadilah, and Fatma, thank you for being my source of encouragement throughout the completion of this Final Report.
* The extended family of Mr. Abdurrohim—Umi, Uwa Mamat, Bi Yanti, Mang Gugun, Wa Tuti, Mang Us, and all other family members whom I cannot mention one by one—thank you for your prayers, advice, input, and unwavering support.
* My dear siblings Ulya, Nida, Arkan, Abay, Wira, Hilal, Sakinah, Rosyid, and Jingga, thank you for your prayers and encouragement.
* My classmates of the 2022 batch, Class 6 BB—Cahya Musma Ningrum, Nitha Desi Larasati, Aris Ahar Budiman, Fau/y Syukron Siddiq, Dwi Rahmat, Baiq Rita Astari, and other friends—thank you for your support in completing this Final Report.
* My Bodeh Squad friends—Wibowo TuKarana, Noor Rahmad, Try Nurdiansyah, Alfian, Dayat Pratama, Khairul Arifin, Ferdy, Tegar Pandu, Hendrik, Budi, and Texel—thank you for your input, suggestions, motivation, and guidance throughout this journey.
* My Final Report companions—Woro Endah Palupi, Agus Abdul Qodir, Fara, Citra Elmika, Rini Sabrina, Dewi Mondari, Widya Ayu, and Muhammad Far’i—thank you for your feedback, encouragement, suggestions, and guidance.
* My comrades-in-arms—Ramdan Aja, Saeful Rahman, Aris Munandar, Bachtiar Ardiansyah, Adi Kuncoro, and Ardian Dwi Nugroho.
* My dearest internship friends, Mis Lambe Turah and Aqidatul, thank you for your motivation all this time.
* All my friends in the Department of Languages and Tourism, Sriwijaya State Polytechnic, Class of 2022.

3 cm

**TAble of contents**

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2 cm

3 cm

3 cm

Example 9

Table of Contents

**COVER PAGE i**

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**VALIDATON PAGE iii**

**Plagiarism-free declaratioN iv**

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**ABSTRACT vi**

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**LIST OF TABLES**

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Example 10

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Table 2.1 Table Title 5

Table 2.2 Table Title 7

Table 3.1 Table Title 15

Table 3.2 Table Title 18

Table 4.1 Table Title 25

Table 4.2 Table Title 28

Table 4.3 Table Title 31

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**list of figures**

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Example 11

List of Figures

Figure 2.1 Figure Title 5

Figure 2.2 Figure Title 7

Figure 3.1 Figure Title 15

Figure 3.2 Figure Title 18

Figure 4.1 Figure Title 25

Figure 4.2 Figure Title 28

Figure 4.3 Figure Title 31

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**LIST OF APPENDICES**

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Example 12

List of Appendices

Appendix 1 : *Surat Permohonan Surat Pengantar Pengambilan Data*

Appendix 2 : *Surat Permohonan Menjadi Experts*

Appendix 3 : Final Report Supervision Agreement (Advisor 1)

Appendix 4 : Final Report Supervision Agreement (Advisor 2)

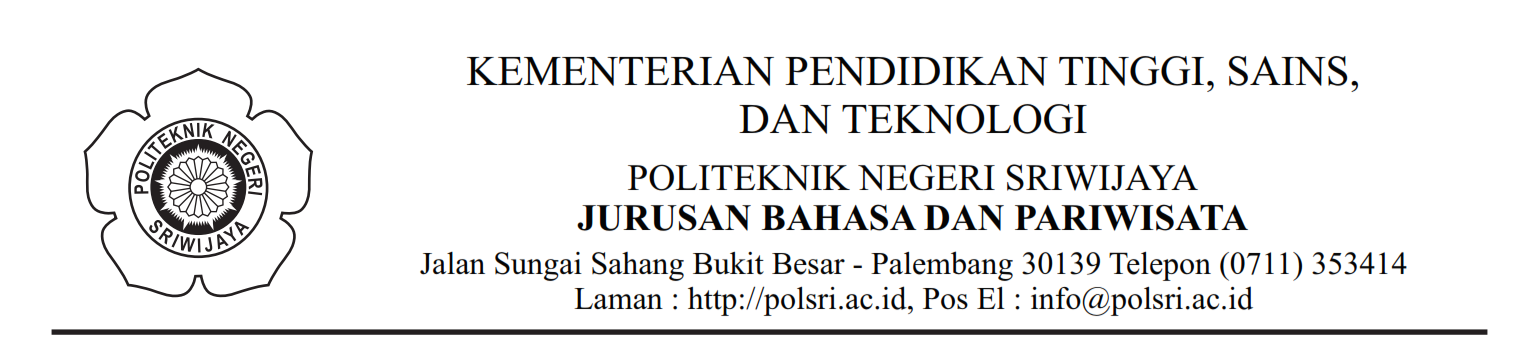
Appendix 5 : Final Report Supervision Form

Appendix 6 : Recommendation For Final Report Examination

Appendix 7 : Final Report Exam Revision

Appendix 8 : Implementation Of Final Report Revision

3 cm



**FINAL REPORT SUPERVISION AGREEMENT**

We, the undersigned :

The First Party,

Name : ……………………………………….

NPM : ……………………………………….

Department : Language and Tourism

The Second Party, as the Advisor1

Name : ……………………………………….

NIP : ……………………………………….

Department : Language and Tourism

**On this day ……………, date …………………………, both parties have agreed to conduct Final Report supervision consultations.**

**Content of the Agreement:**

1. **Supervision consultations must be conducted at least 1 (one) time per week.**
2. **Supervision sessions will be held every …………………….. at ……………………………, located at ………….**

**This agreement is made with full awareness to ensure the smooth completion of the Final Report.**

Palembang, ………………………….

The First Party, The Second Party,

( ) ( )

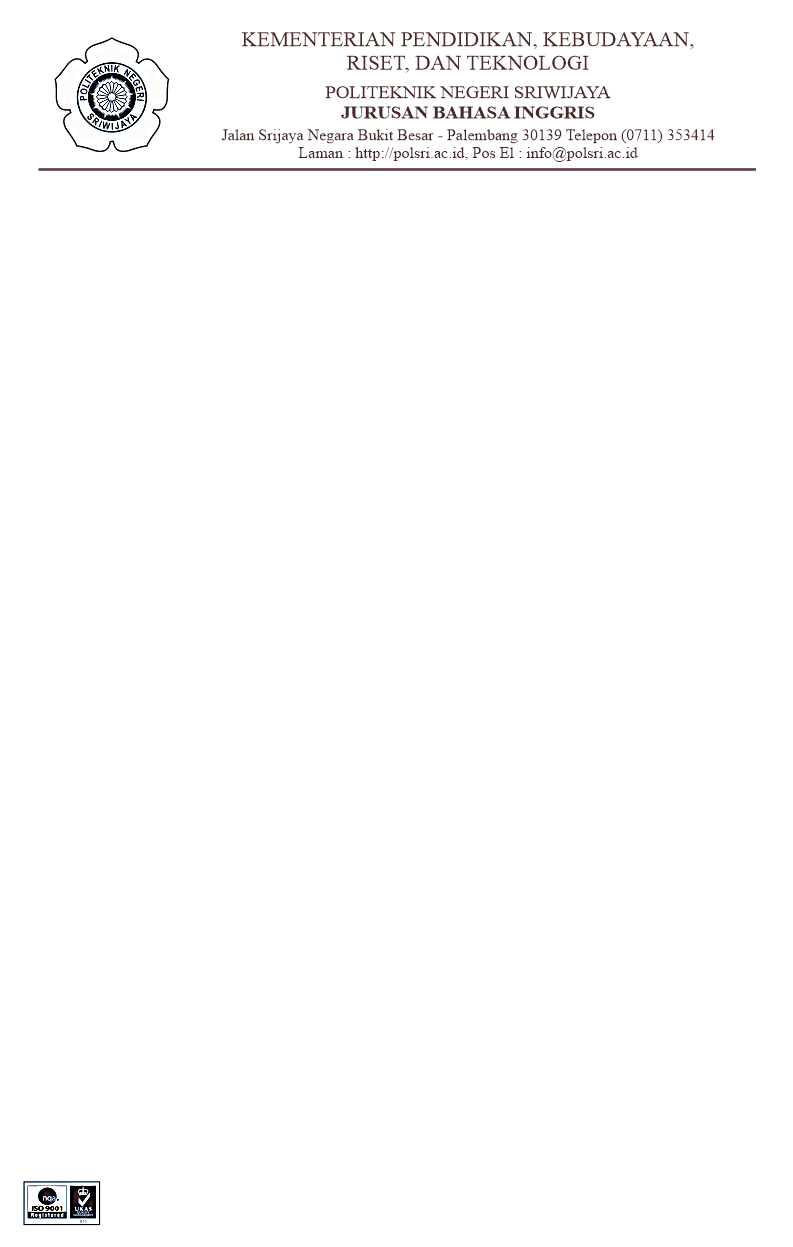
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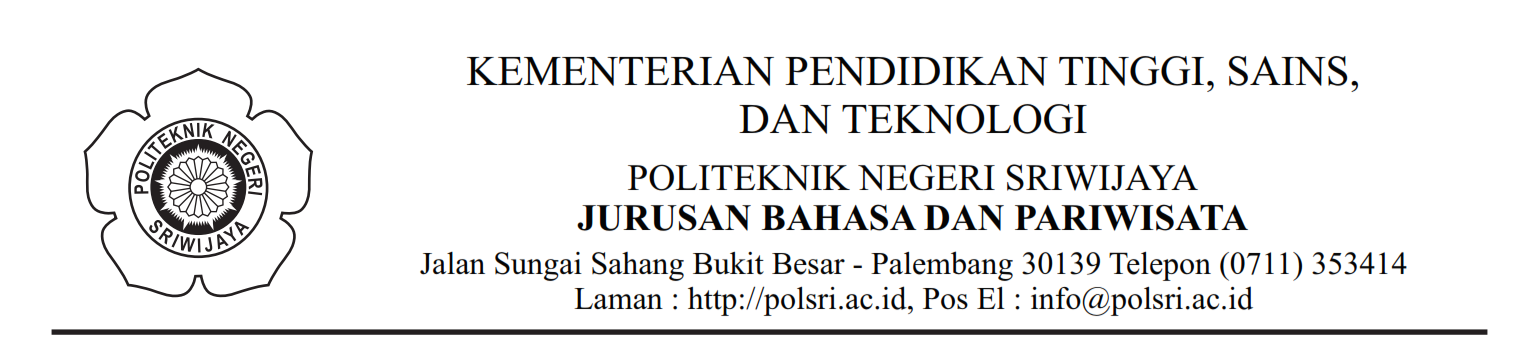
**Acknowledged by**

**Head of the Department of Language and Tourism**

( )

NIP

****



**FINAL REPORT SUPERVISION AGREEMENT**

We, the undersigned :

The First Party,

Name : ……………………………………….

NPM : ……………………………………….

Department : Language and Tourism

The Second Party, as the Advisor 2

Name : ……………………………………….

NIP : ……………………………………….

Department : Language and Tourism

**On this day ……………, date …………………………, both parties have agreed to conduct Final Report supervision consultations.**

**Content of the Agreement:**

1. **Supervision consultations must be conducted at least 1 (one) time per week.**
2. **Supervision sessions will be held every …………………….. at ……………………………, located at ………….**

**This agreement is made with full awareness to ensure the smooth completion of the Final Report.**

Palembang, ………………………….

The First Party, The Second Party,

( ) ( )

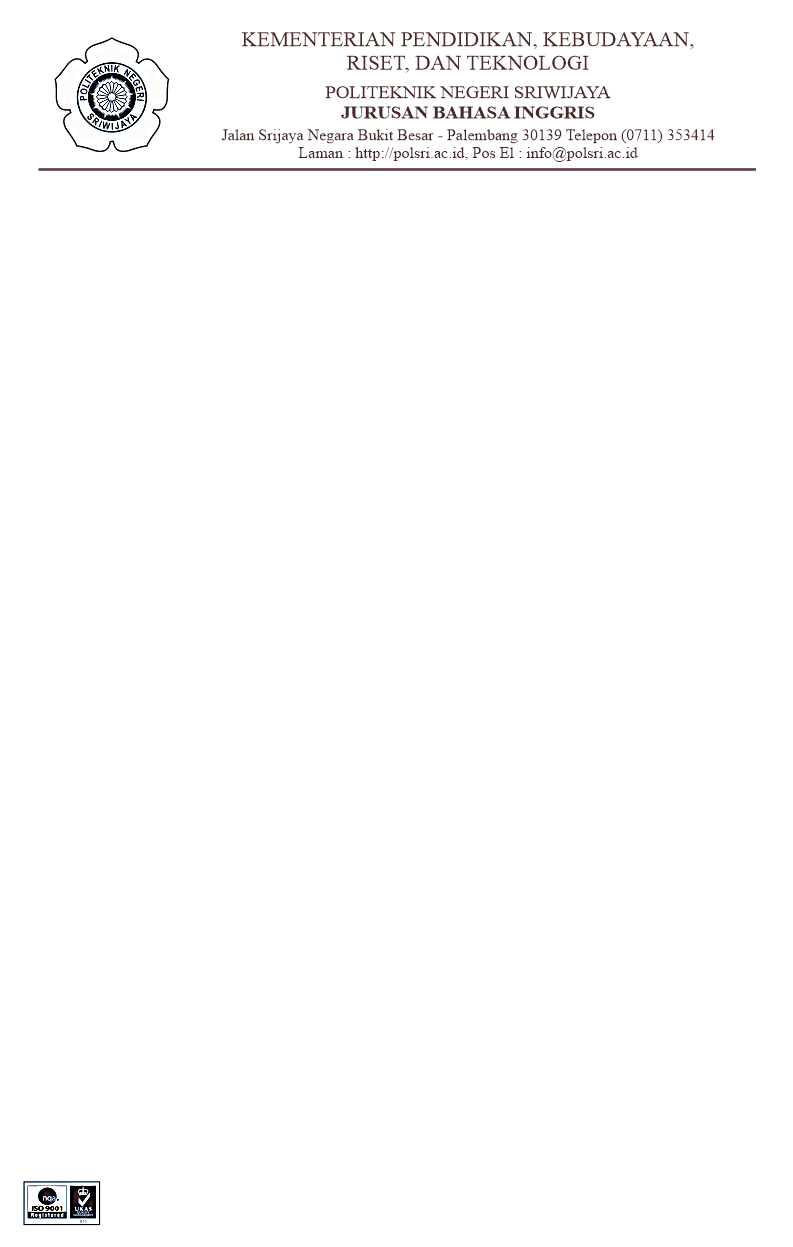
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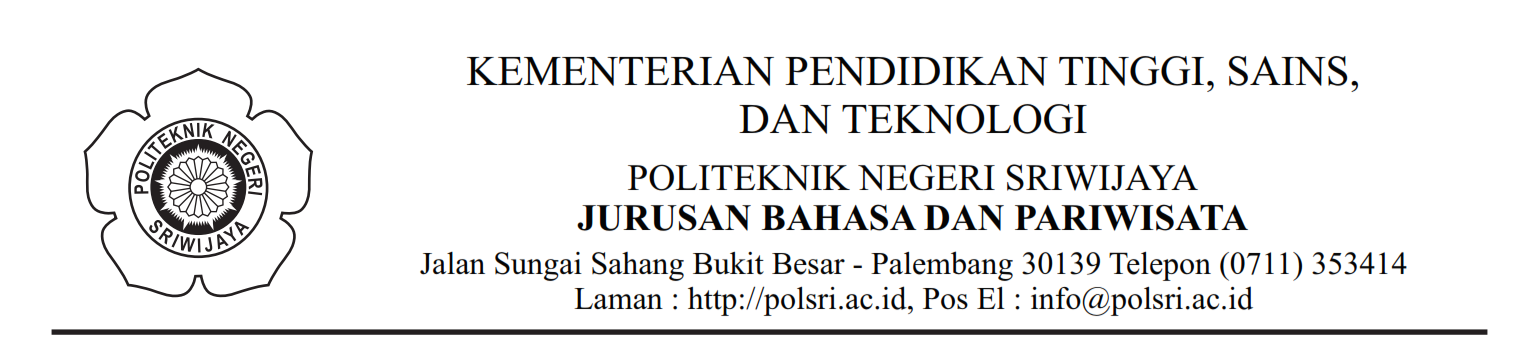
**Acknowledged by**

**Head of the Department of Language and Tourism**

( )

NIP



****

**FINAL REPORT SUPERVISION FORM**

Name :

NPM :

Department : Language and Tourism

Address in Palembang :

Permanent Address :

Advisor :

1. Advisor 1 :

Address :

Phone Number :

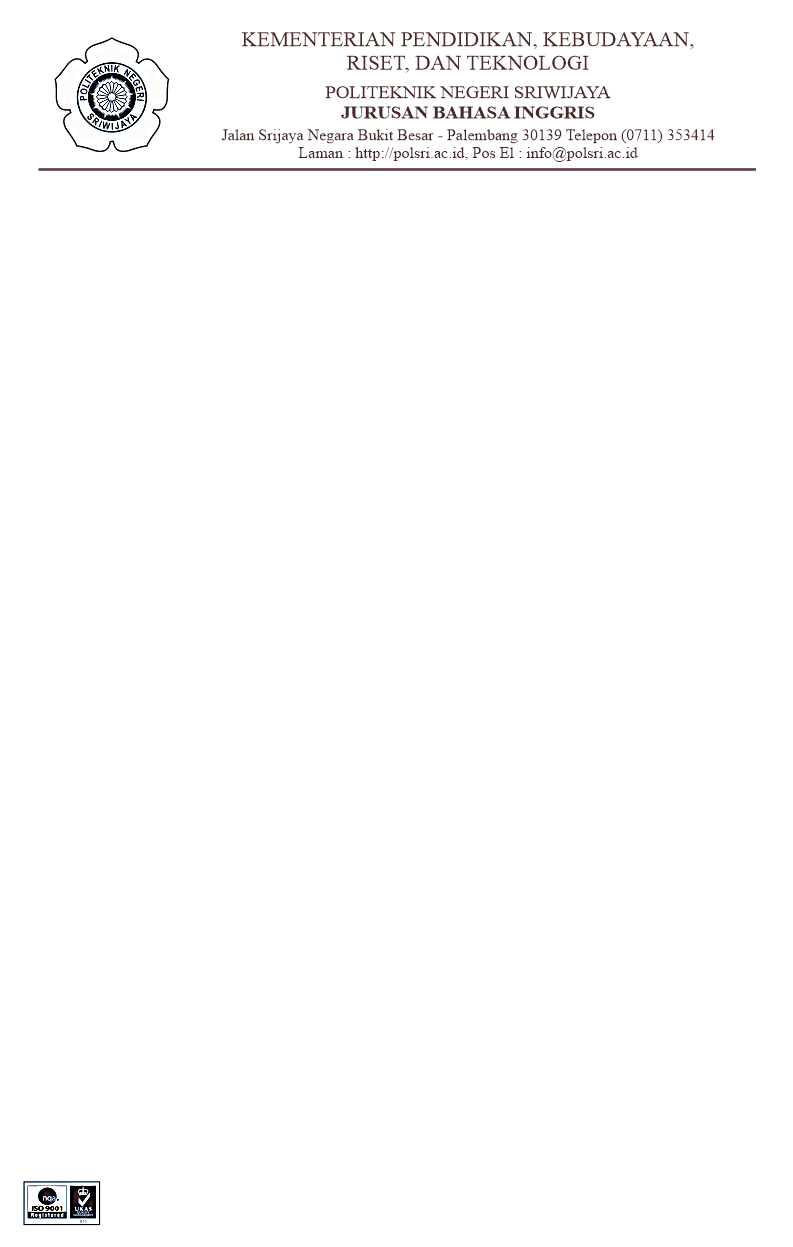
1. Advisor 2 :

Address :

Phone Number :

Title of Final report :

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………



**Note from Advisor I** :

| Number | Date | Time | **Stage of Activities Discussed** | Signature |
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**Note from Advisor I :**

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**Note from Advisor II**:

| Number | Date | Time | **Stage of Activities Discussed** | Signature |
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**Note from Advisor II :**

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Palembang, ……………..

**Head of the Department**

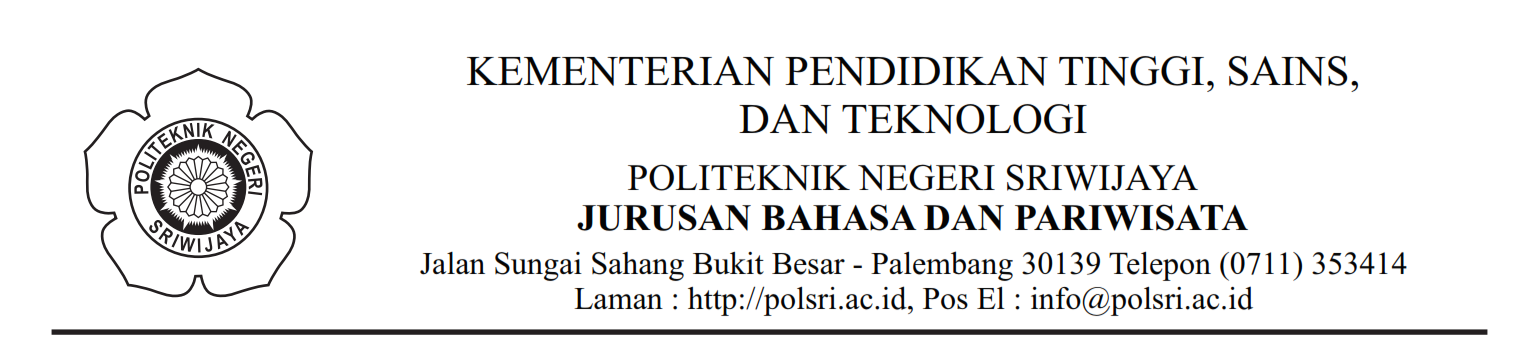
**of Language and Tourism**,

( )

NIP

Note:

The Head of Department must verify the number of supervision sessions conducted, as required by the Final Report Guidelines, before signing this supervision form. This Final Report supervision form must be attached to the Final Report.



**RECOMMENDATION FOR FINAL REPORT EXAMINATION**

The Advisors of the Final Report provide recommendations to,

Name : …………………………………………………………………………

NPM : …………………………………………………………………………

Department : Language and Tourism

Final Report Title : …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

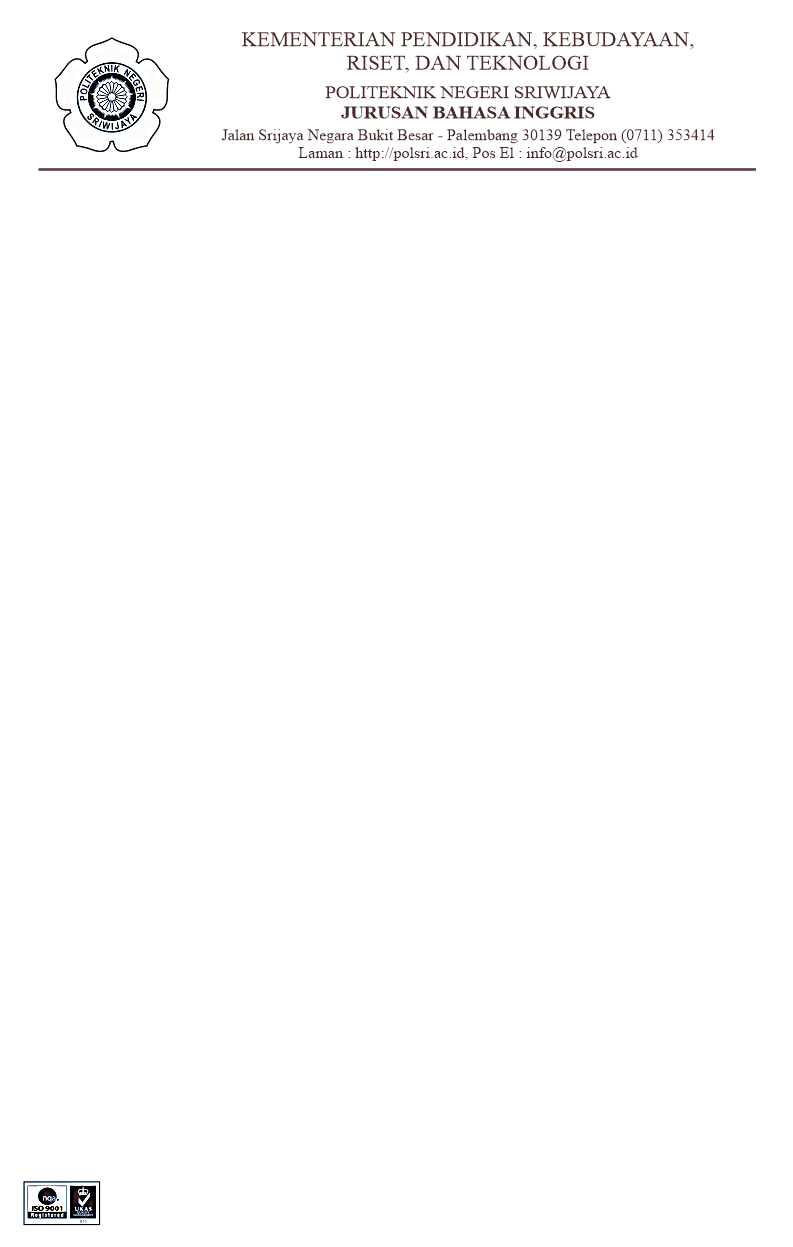
The student has fulfilled the requirements and is eligible to participate in the Final Report Examination (LA) in the Academic Year …………………………

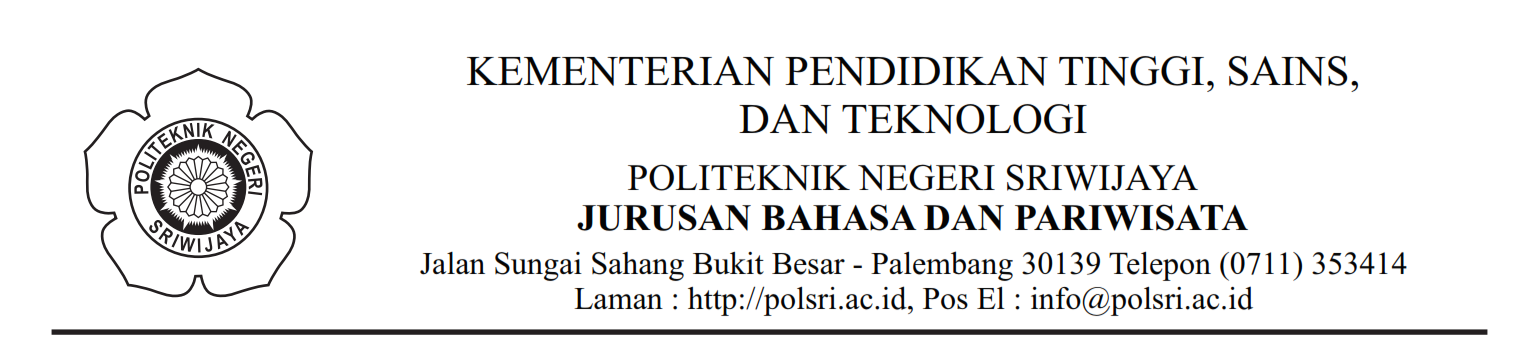
Palembang, …………………

Advisor I, Advisor II,

( ) ( )

NIP NIP





**FINAL REPORT EXAM REVISION**

Room : …………………………………………………………………………

Examiner Lecturer : ………………………………………………………………

Student’s name : …………………………………………………………………………

NPM : ………………………………………………………

Department : Language and Tourism

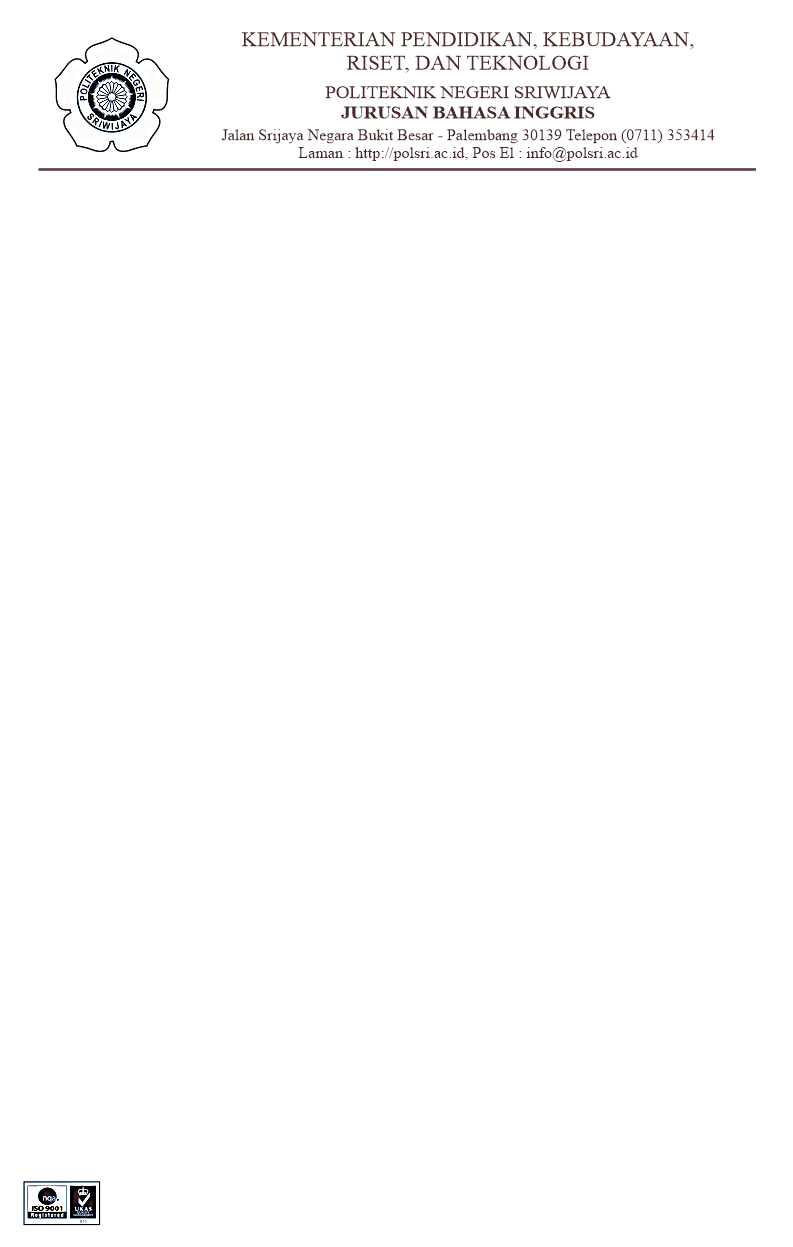
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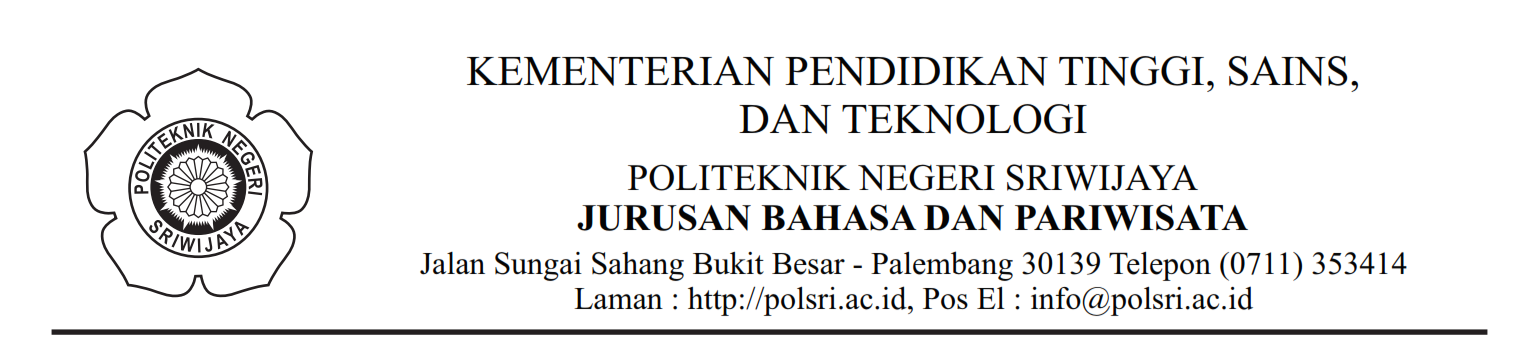
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| **Number** | **Revision description** | **Signature** |
|  |  |  |

Palembang,

Examiner Lecturer,

( )

 NIP

****

**IMPLEMENTATION OF FINAL REPORT REVISION**

The following student,

Name : …………………………………………………………………………  
NPM : …………………………………………………………………………  
Department : Language and Tourism  
Final Report Title : ……………………………………………………………………………………………………………………………………………………………………………………………………

Has carried out revisions to the Final Report examined on day ……………, date ………. month ……………, year ………..

The implementation of the Final Report revision has been approved by the Examiner Lecturer who provided the revision:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Comments** | **Examiner Lecturer \*)** | **Date** | **Signature** |
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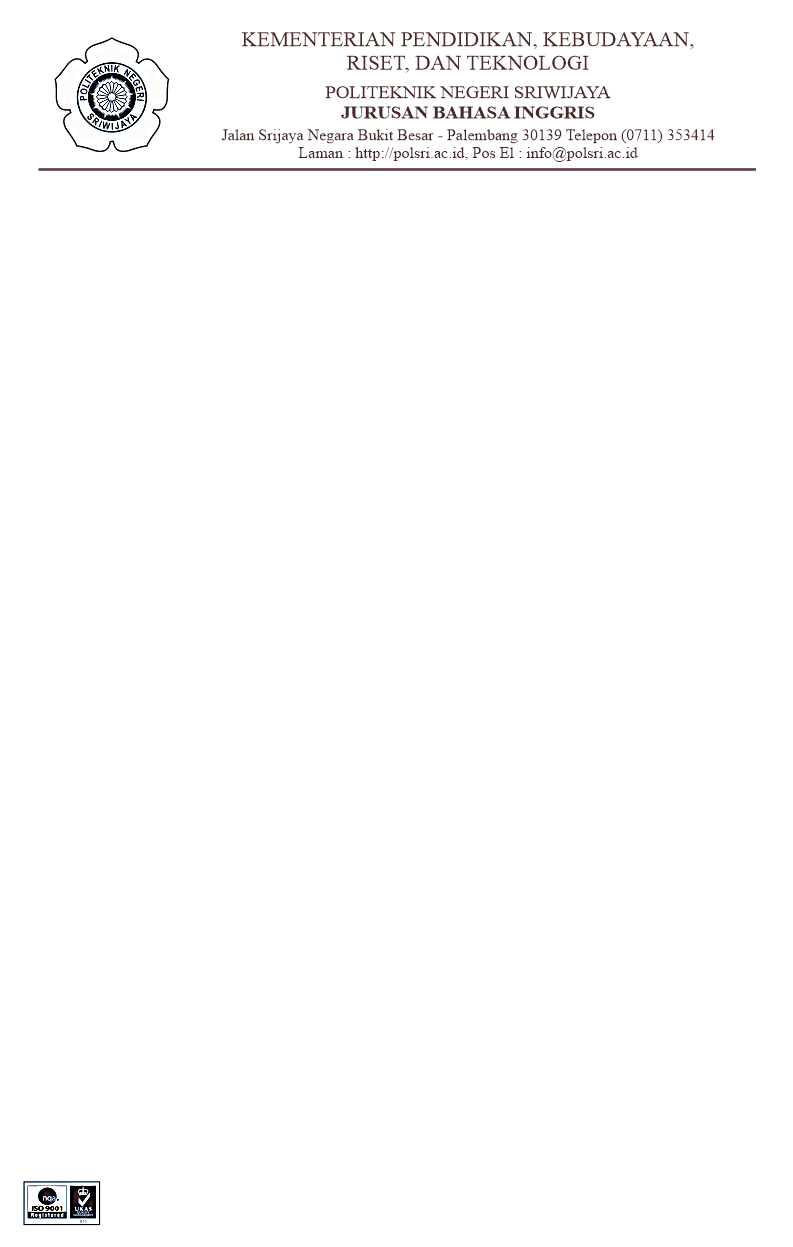
Chief Examiner\*\*),

( )

NIP

Note:

\*) Examiner lecturer who provided revisions during the Final Report examination.  
\*\*) Examiner lecturer assigned as the Chief Examiner during the Final Report examination.

This Revision Implementation Sheet must be attached to the Final Report.



APPENDICES