

LL.M.2.Sem.

RESEARCH. METHODOLOGY.  
CHAPTER-writing research report.

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## Meaning:-

- *“A report is a statement of the result of an investigation or of any matter on which definite information is required.”*

(Oxford English Dictionary)

## Objectives

- Understand the purposes of a report.
- Plan a report.
- Understand the structure of a report.
- Collect information for your report.
- Organize your information.
- Use an appropriate style of writing.
- Present data effectively.
- Understand how to lay out your information in an appropriate way.

## Types of Report Writing

- During your time at university you may be asked to write different types of report.
- Laboratory reports.
- Technical reports.
- Reports of a work placement or industrial visit.
- Reports of a field trip or field work.

Contd...

- Mainly two types of report :

(a) **Thesis:** A long essay or dissertation involving personal research , written as part of a university Doctorate degree.

(b) **Dissertation:** A long essay, especially one written for a university degree or diploma.

## Different steps in writing report

### 1. **Logical analysis of the subject matter:-**

- Primarily concerned with the development of a subject.
- There are two ways in which to develop a subject:
  - (a) logically:
  - (b) chronologically:

Contd..

## **2.Preparation of the final outline**

- Outlines are the framework upon which long written works are constructed.
- They are an aid to the logical organization of the material and a reminder of the points to be stressed in the report.”

Contd..

### **3. Preparation of the rough draft**

- This follows the logical analysis of the subject and the preparation of the final outline.
- Such a step is of utmost importance for the researcher now sits to write down what he has done in the context of he is research study.



## Contd..

- He will write down the procedure adopted by him in collecting the material for his study along with various limitation faced by him.
- The various suggestion he wants to offer regarding the problem concerned.

Contd..

#### **4. Rewriting and polishing of the rough draft.**

- This step happens to be most difficult part of all formal writing.
- “In addition the researcher should give due attention to fact that in his rough draft he has been consistent or not. He should the mechanics of writing- grammer, spelling and usage.

Contd...

### **5. Preparation of the final bibliography:-**

- Next in order come the task of the preparation of the final bibliography. The bibliography, which is generally appended to the research report.
- The bibliography should be arranged alphabetically.
- Generally this pattern of bibliography is considered convenient and satisfactory from the point of view of reader.

Contd..

**6. Writing the final draft:-**

- The final draft should be written in a concise and objectives style and in simple language.
- Avoiding vague expression such as a “it seems”, “there may be “, and the like once.
- It must be remembered that every report should be an attempt to solve some intellectual problem and must contribute to the solution of a problem and must add to the knowledge of both the researcher and the reader.

## Significance Of Report Writing

- It is considered a **major component of the research study** as the **research remains incomplete without report**.
- A report should **be properly dated & signed by the concerned authority or by the chairman of the committee or by all committee members**. This has a **legal significance** and needs special attention in report writing.
- **A lengthy report is not necessary**. Infact, report should **be brief and compact document**, it should give complete picture of problem under investigation.

Cont...

- **Writing reports needs skills** and this task should be accomplished by the researcher with the utmost care.
- Reports **communicate the planning, policies, and other matters regarding an organization.**
- Reports **discloses unknown information.**
- A good report is one which is **drafted in a simple and clear language.** Its should not be difficult and a reader should be able to understand the entire report easily, exactly & quickly.

- All the **skills and the knowledge of the professionals are communicated through reports.**
- Reports **help the top line in decision making.**
- A **true and balanced report also helps in problem solving.**
- A report should be in a proper format. The report should have all **the essentials components such as title, introduction, findings & recommendations.**



- Reports **present adequate information on various aspects of the business.**
- In a report writing attention should be given to **certain essential technical details.** For eg: the **pages and paragraphs of the report should be numbered properly.** Marginal heading and titles should be given. This gives convenience to the readers.
- The data collection, analysis and **interpretation of the data conclusions** drawn and the recommendations made in report should be made **accurate so as to make the whole report reliable** and dependable for future reference and **also for policy decisions**



BROAD DIVISION	INDIVIDUAL SECTIONS
1. Preliminary Material	Title of Report
	Table of Contents
	Abstract / Synopsis
2. Body of Report	Introduction
	Literature Review
	Methodology
	Results
	Discussion
	Conclusion
	Recommendations
3. Supplementary Material	References / Bibliography
	Appendices

## **Title page**

- The title itself is an important opportunity to tell the potential reader what your research is about.
- Format for the title page is likely to be a required in your discipline, so you need to check what that is.

Title page bearing:

- the title of the dissertation,
- the degree for which it is submitted,
- the anticipated year of graduation, and
- the student's first name, initials and surname
- an accurate word count

## **Table Of Contents**

- a) The titles of parts, sections or chapters and their principal, and their principal subdivisions should be listed in the Table of Contents and must be worded exactly as they appear in the body of the report.

It is advisable to use numbers for;

Heading: e.g. 5 ANALYSIS AND DISCUSSION

Sub-heading: 5.2 Effect of Stress Level

Sub sub-heading: 5.2.1 Mean Stress

(No further sub-division is allowed)

- b) Major headings and sub-headings are typed closer with the left margin.

- c) Candidate is free to label or give title for each chapter as sensibly possible.

## **Declaration of Originality** (optional)

The dissertation gives you the opportunity to carry out an original piece of research. This does not mean attempting to do something totally unrelated to anything tackled in the past. Rather, it means evaluating and building upon the work of others to make an additional contribution to knowledge.

*'I hereby declare that this dissertation has been composed by me and is based on my own work'*

*Signature:* \_\_\_\_\_

## **ACKNOWLEDGMENT**

In this part, every person whom you want to mention or dedicate your work can be added here. It might be:

1. Family
2. Friends
3. Respondents
4. Colleagues
5. Fellowmates
6. Subordinates
7. Professor....etc

## **Abstract / Summary**

- The abstract should be placed immediately before the first chapter of the report.( not more than 300 words)
- It should take the form of a short factual statement identifying the topic of your study, the approach adopted & the findings.
- Including the conclusions.
- Birdseye view of the result
- It is likely to be used by future students and by other researchers.
- The abstract should give a brief exposition of the research problems. purposes of the study, scope of study, research approach and limitation.

## **Chp 1 - Introduction**

Although this is the first piece of writing the reader comes to, it is often best to leave its preparation to last as, until then, you will not be absolutely sure what you are introducing.

- Background of study
- Statement of the problem
- Research Question
- Objective of study
- Limitations
- Company Profile



## **Chp 2 - Literature Review, Or Context Of The Study**

The purpose of this chapter is to show that you are aware of where your own piece of research fits into the overall context of research in your field. To do this you need to:

- describe the current state of research in your defined area;
- consider whether there are any closely related areas that you also need to refer to;
- identify a gap where you argue that further research is needed; and
- explain how you plan to attend to that particular research gap.



Conti...

This can lead logically into a clear statement of the research question(s) or problem(s) you will be addressing.

In addition to the research context, there may be other relevant contexts to present for example:

- theoretical context;
- methodological context;
- practice context; and
- political context.

## **Chp3 - Methodology**

### **Methodology Checklist**

Does the methodology (or research method ) section

- Plain when, where, and how the research was done?
- Include subsections or informative headings as appropriate (e.g., evaluation criteria)?
- Mention which method/tools were use to collect data

## **Purpose of Methodology**

The method section answers these two main questions:

1. How was the data collected or generated?
2. How was it analyzed? In other words, it shows your reader how you obtained your results. But why do you need to explain how you obtained your results?

## Chp 4 - Result / Discussion

- If you've organized, displayed and analyzed your data, it's time to write it up, and the place for this is the results section.
- The key to a great results section is **in describing your results** - you need to tell your readers exactly what you found out. This is where you document what was observed or discovered. It is not the place for discussion.

## **Things to remember when writing up results include...**

- focus on the key results
- be clear and concise
- don't go into too much detail
- let your pictures do the talking
- however, be careful not to omit anything
- make life easier for your readers by simplifying your results: 75% is easier to understand than 150 out of 200, and 'nearly 10% is easier to digest than 9.98%
- describe your results don't explain or discuss them - this is what the discussion section is for!

## **Discussion**

This section has four purposes, it should:

- Interpret and explain your results
- Answer your research question
- Justify your approach
- Critically evaluate your study

## **Conclusions**

This chapter tends to be much shorter than the Discussion.

It is not a mere 'summary' of your research, but needs to be 'conclusions' as to the main points that have emerged and what they mean for your field.

## **Recommendations**

These can take two forms: recommendations for further study, or recommendations for change, or both. Each recommendation should trace directly to a conclusion.



## **Chp 5 -References**

- Whenever you cite information (this includes graphics) from another source, you must credit the source in your References. Always check with your instructor to determine which reference style to use.

# Appendices

## When to use them

- Material that is related but supplementary to the main argument
- Brief material referred to throughout your dissertation, such as a piece of legislation or historical document
- Complex tables or data

Avoid using appendices just to avoid making hard editing decisions about material you cannot include in the final text – exceeding the word limit will usually be penalized and tutors will often not read beyond this.

## Examples of appendix materials

- transcription(s) of interviews(s)
- examples and/or full results of questionnaires
- materials not published in standard sources such as correspondence between you and an author whose writing you are researching
- large tables of data

# MECHANICS OF WRITING A REPORT

## 1) Size And Physical Design:

- Unruled paper of standard size
- If it is in hand written than use black or blue ink.
- Margin:
  - Right side: half inches.
  - Left side: One or One and half inches.
- Header and Footer:
  - One inches from the sides spaced should be left.

## **2) Layout:**

The layout of the research report and various types of reports have been described in this presentation earlier which should be taken as a guide for report writing in case of particular problem.

## **3) Treatment of quotations:**

Definition or Quotations should be placed in quotation marks and double spaced forming an immediate part of the text.

#### **4) Footnotes:**

Footnotes serves two purposes:

##### **a) Page Number:**

There should be page number in the report, if single side than page number page number should be written in centre or at the right side at the bottom of the page.

##### **b) For Cross References:**

Asterisk(\*) sign may be used to prevent confusions and supplement note related to particular word should be mentioned below at that page.

## **5) Documentation style:**

Regarding documentation any given work should give essential facts about the edition used. The common order may be described as under:

Regarding reference:

- (1) Author's name in normal order;
- (2) Title of work, underlined to indicate italics;
- (3) Place and date of publication;
- (4) Page number.

## ***Example***

John Gassner, *Masters of drama*, New York:  
Dover Publications, Inc. 1954,p. 315.

## **6) Abbreviations:**

Following is the list of Most common abbreviations frequently used in report writing:

bk.,	book
art.,	article
ch.,	chapter
ed.,	editor
ex.,	example
ill.,	illustration
MS.,	Manuscripts
pp	page
post	after



## **7)Use of statistics, charts and graphs:**

Statistics are usually presented in the form of tables, charts bars and line-graphs and pictograms. Such presentation should be self explanatory and complete it in itself.

## **8) The final draft:**

Revising and rewriting the rough draft of the report should be done with great care before writing the final draft. For the purpose, the researcher should put to himself questions like:

- a) Are the sentences written in the report clear ?
- b) Are they grammatically correct ?
- c) Do they say what is meant ?
- d) Do the various points incorporated in report fit logically ?

On these questions we do final drafting.

## **9) Bibliography:**

It is list of writings with time and place of publication.

## **10) Preparation of Index:**

At the end of the report, an index should be always prepared.

It acts good guide, to the reader.

Index may be prepared of 3 types:

- a) Author Index
- b) Subject Index
- c) Content Index

## Bibiliography

<http://www2.le.ac.uk/offices/ld/resources/writing/writing-resources/writing-dissertation>

<http://www.geos.ed.ac.uk/geography/undergraduate/ugdissguide3rdYr.html>

<http://www.skillsyouneed.com/learn/dissertation-results-discussion.html#ixzz3pbqIoAQ1>

<http://www.skillsyouneed.com/learn/dissertation-results-discussion.html>