

CHAPTER EIGHT

Report Writing

The research task is not complete until the report has been written. A research report is the ultimate output of the research process. It includes the following:

I. Prefatory Item: Items included as prefatory do not have direct bearing on the research itself. Instead they are to assist the reader in using the research work.

1. Letter of transmittal: when relationship between the researcher and the client is formal, a letter of transmittal should be included.
2. Title page: The title page should include four items: the title of the report , the date, for whom prepared, and by whom prepared.
3. Authorization Letter: When the report is being sent to the public organization , it is common to include a letter of authorization showing under whose authority the research was undertaken.
4. Executive Summary: An executive summary can serve two purposes. It may be report in miniature – covering all of the aspects in the body of the report in abbreviated form. Or it could be a concise summary of the major findings and conclusions, including recommendations.
5. Table of contents: If there are many tables , charts, or other exhibits, they should be listed in the contents.
6. Acknowledgement:

II. Introduction: The introduction prepares the reader for the report by describing the following parts of the project:

1. Problem Statement
2. Research Objectives
3. Background: It may be of two types-(i) preliminary results of exploration from an experience survey, or another source or (ii) secondary data.

III. Methodology

In short reports and management reports, the methodology should not have a separate section. However, for technical report, it is an important section . It contains at least five parts.

1. Sampling Design
2. Research Design
3. Data Collection
4. Data Analysis
5. Limitation

IV. Findings : This is generally longest section of the report. It should be an organized presentation of results and not a clutter of prose, charts and tables.

V. Conclusion

- a. Summary of conclusions
- b. Recommendations

VI. Appendices

VII. Bibliography

Guidelines for writing the Research Report

1. Develop your thinking
2. Divide your narration into paragraphs and use informative headings where ever necessary.
3. Use present tense and active voice.
4. Minimize the use of technical language or jargons.
5. Use visual aids in the form of tables and figures to illustrate the principal findings of the study.
6. Be objective
7. Treat data confidentially
8. Revise and re-write

Different steps in Report Writing

1. Logical analysis of the subject matter

It is the first subject which is primarily concerned with the development of subject. Subject can be developed (a)- logically and (b)-chronologically.

2. Preparation of final outline

Outlines are frameworks upon which long written works are constructed.

3. Preparation of the rough draft

4. Re-writing and polishing

5. Preparation of the final bibliography

6. Writing the final draft.

Presentation of Statistics

The presentation of statistics in research report is a special challenge to writers.

Four basic ways to present such data are:

1. A text paragraph
2. Semi tabular form
3. Tables
4. Graphics
 - a. Line graphs
 - b. Stratum Charts (used for time series)
 - c. Pie Charts
 - d. Bar Charts
 - e. Picto-graphs and Geographics
 - f. 3-D Graphics