

## **Report Structure**

### 1- An Introductory Chapter

- Tell the reader the problem you are tackling in this project.
- State clearly how you aim to deal with this problem.
- Limit the scope of your study.
- Sketch out how the report is structured to achieve your aim.

### 2- A 'Core' Account of Your Own Work

- Begin with a formal statement of your hypotheses or research questions.
- Follow this with an account of the methods you chose to test your hypotheses or answer your questions, and why you chose them.
- Report the results of applying these methods.

### 3- Synthesis

- You are now ready to pull the whole project together.
- Discuss the implications of your results.
- Draw strong conclusions backed up by your discussion.
- Check that they respond to the aim stated in your introduction.

## **Details on writing the Introductory Chapter :**

Your introductory chapter should consist of four brief elements:

### 1. Context of the Study

- Provide a brief history of the issues to date.
- Situate your particular topic within the broad area of research.
- Note that the field is changing, and more research is required on your topic.

### 2. Problem Statement (or Motivation for the Study)

- Identify a key point of concern.
- Refer to the literature only to the extent needed to demonstrate why your project is worth doing.
- Be sure that the motivation, or problem, suggests a need for further investigation.

### 3. Aim and Scope

- Be sure that your aim responds logically to the problem statement.

- Stick rigorously to a single aim. Do not include elements in it that describe how you intend to achieve this aim; reserve these for a later chapter.
- When you have written the conclusions to your whole study, check that they respond to this aim. If they don't, change the aim or rethink your conclusions.
- If you change the aim, revise the motivation for studying it.
- Be sure to establish the scope of your study by identifying limitations of factors such as time, location, resources, or the established boundaries of particular fields or theories.

#### 4. Overview of the Study (or Structure of the report)

- Sketch out how your work is structured. Don't confine yourself to a list of the chapters, but show how they are linked and that one section logically leads to another.
- Check whether the reader can see from this sketch how the aim will be achieved.

Revising your introduction, aligning your conclusion:

- To avoid making promises to the examiner that you can't keep or that you do not later address, regularly review your introductory chapter and revise it accordingly.
- Consider starting your conclusion chapter on the same day that you begin your introduction, and, each time you work on one, work on the other, thus keeping them in alignment.

*From How to Write a Better Thesis by David Evans, Paul Gruba; and Justin Zobel.*