

REPORT WRITING

Purpose of research report

1. Transmission of Knowledge:

The knowledge that has been obtained on the basis of research need transmission for proper utilization of the resources invested

1. **Presentation of Findings:** Society is more concerned with the finished product in terms of output of research which has the input of immense money, human resources and precious time.
2. **Examining the Validity of the Generalizations:** Submission of the report enables the researchers to examine the validity and the authenticity of the generalizations

Inspiration for Further Research:

Format of the report

Various formats are used in writing research report. Some institutions have their own format

1. Title page
2. Certification
3. Acknowledgement
4. Abstract
5. Table of contents
6. List of tables

Certification

This is my original work. It has not been written in another university. Approved by university teacher.

Acknowledgement

This task was not my work alone. Provide information on who assisted you in one way or the other e.g. parents, board, supervisor e.tc.

Abstract

The summary of your work. The topic of your study, the problem, questions, Importance of the study and should be on page. It should be single spaced.

Table of content

List of tables

List of figures

If you have used the tables or figures.

Chapter one

Chapter two

Chapter three

Chapter four

Data analysis and discussion of findings

Chapter five

Summary, Conclusion and Recommendation

Conclusion

The conclusion of a research paper has several key elements you should make sure to include: **A restatement of the research problem. A summary of your key arguments and/or findings. A short discussion of the implications of your research.**

Recommendation

Note Recommendations are generally included both in your conclusion section (briefly) and in your discussion section. However, if your research is more business-oriented or practical in nature, you can also present them in a separate chapter or advisory report.

References

All the books you referred to.

Appendices