**Research Report Template**

**Cover Page: Template is attached**

**I. Declaration: Template attached**

**II. Abstract**

* **(Approximately 150-300 words)**
* A brief summary of the entire research report. It should include:
  1. The main objective(s) of the study.
  2. A brief description of the methodology used.
  3. The key findings or results.
  4. The main conclusions or implications of the research.
  5. Keywords (3-5 relevant terms for indexing)

**III. Table of Contents**

* List all the major sections and subsections of the report with their corresponding page numbers. (Generated automatically in most word processing software)

**IV. Introduction**

* **Background of the Study:**
  1. Provide relevant context and background information on the research topic.
  2. Discuss the existing knowledge and previous research in the area.
  3. Identify any gaps, problems, or unanswered questions that the research aims to address.
  4. It should be very concise just to set the context for the research work done. Hence a brief note of background is required. You will be writing about it at length in the next section named Section V Literature Review.
* **Statement of the Problem:**
  1. Clearly and concisely state the specific problem or research question being investigated.
* **Objectives of the Study:**
  1. List the specific aims and goals of the research. What did you intend to achieve?
* **Hypotheses (if applicable):**
  1. State the testable predictions or assumptions that the research seeks to examine.
* **Significance of the Study:**
  1. Explain the importance and potential contributions of the research. Why is this research significant? What are its potential implications or benefits?
* **Scope and Limitations of the Study:**
  1. Define the boundaries of the research (what was included and excluded).
  2. Acknowledge any limitations or constraints that may have affected the research process or findings.

**V. Literature Review**

* A comprehensive review of relevant scholarly literature related to the research topic.
* Organize the literature thematically or chronologically.
* Critically analyze and synthesize existing research, highlighting key findings, theories, and debates.
* Identify how your research builds upon or differs from previous work.
* Cite all sources using a consistent citation style (e.g., APA, MLA, Chicago).

**VI. Methodology**

* **Research Design:**
  1. Describe the overall approach used in the study (e.g., experimental, quasi-experimental, correlational, descriptive, qualitative, quantitative, mixed methods).
* **Participants/Subjects:**
  1. Describe the characteristics of the individuals, groups, or materials involved in the study (e.g., demographics, sample size, selection criteria).
* **Data Collection Instruments and Procedures:**
  1. Detail the methods and tools used to collect data (e.g., surveys, interviews, observations, experiments, archival data).
  2. Explain the steps involved in the data collection process.
  3. Provide details about the validity and reliability of the instruments used (if applicable).
* **Data Analysis:**
  1. Describe the statistical or analytical techniques used to analyze the collected data (e.g., descriptive statistics, inferential statistics, thematic analysis, content analysis).
  2. Specify the software or tools used for data analysis.
* **Ethical Considerations (if applicable):**
  1. Discuss any ethical considerations related to the research, such as informed consent, confidentiality, and data security.

**VII. Results**

* Present the findings of the research in a clear, concise, and objective manner.
* Use tables, figures, and graphs effectively to illustrate the data.
* Provide a textual description of the key findings, highlighting significant patterns and trends.
* Avoid interpreting the results in this section; focus on presenting the data.

**VIII. Discussion**

* **Interpretation of Findings:**
  1. Interpret the results in relation to the research questions and hypotheses.
  2. Explain the meaning and significance of the findings.
  3. Discuss whether the results support or contradict previous research.
* **Implications of the Findings:**
  1. Discuss the practical or theoretical implications of the research findings.
  2. Explain how the findings contribute to the existing body of knowledge.
  3. Consider the potential applications or real-world impact of the research.
* **Limitations of the Study:**
  1. Reiterate any limitations of the research and discuss how they might have affected the findings.
  2. Suggest potential areas for improvement in future research.
* **Suggestions for Future Research:**
  1. Propose directions for future research based on the findings and limitations of the current study.

**IX. Conclusion**

* A brief summary of the main findings and conclusions of the research.
* Reiterate the significance of the study and its contributions.
* Provide a final statement or takeaway message.

**X. References**

* A complete list of all the sources cited in the research report.
* Format the references according to APA style.

**XI. Appendices (if applicable)**

* Include any supplementary materials that are not essential to the main body of the report but provide additional information (e.g., questionnaires, interview transcripts, raw data, detailed statistical analyses, consent forms).

**NOTE:**

**1.The standard font shall be Times New Roman of 12 pts with 1.5 line spacing. The text must be printed on only one side of each page and 1.5 lines spaced. The Font for Headlines shall be 14 pts Bold.**

**2. Refrain from using AI to generate the report. Your final report will be submitted along with the Plagiarism and AI report duly generated by your mentors.**