

## Module: Planning and Writing Your Research Report: Summary

Contents		
1	Tips for Planning your Report	<b>Develop an Outline</b> <ul style="list-style-type: none"> <li>Use the structure in the table of contents as explained earlier, as a guide.</li> </ul>
		<b>Gather Your Information</b> <ul style="list-style-type: none"> <li>Inform your group members early and ensure that information collected is submitted on time.</li> </ul>
		<b>Know Your Audience</b> <p>You should ask the following questions:</p> <ul style="list-style-type: none"> <li><b>Who</b> am I writing my report for?</li> <li>What does he or she <b>needs</b> to know?</li> <li>What does he or she <b>already</b> know?</li> <li>What does he or she <b>expects</b> from the report?</li> </ul>
2	Tips for Writing your Report	<b>Write the Body First</b> <ul style="list-style-type: none"> <li>Write the Body before the Abstract and the introduction.</li> </ul>
		<b>Ensure Flow is Logical</b> <ul style="list-style-type: none"> <li>Arrange the main points so that it flows logically.</li> </ul>
		<b>Use Formal Writing Style</b> <ul style="list-style-type: none"> <li>Use <b>passive voice</b> instead of active voice               <ul style="list-style-type: none"> <li>"Example of passive voice: "Research was conducted to..."</li> <li>"Example of active voice: "We conducted the research to..."</li> </ul> </li> <li>Use <b>third person pronouns</b> instead of first person               <ul style="list-style-type: none"> <li>"Example of third person usage: "It is recommended that ..." or "The researchers recommend that ..."</li> <li>"Example of first person usage: "We recommend that ..." or "I recommend that ..."</li> </ul> </li> </ul>
		<b>Proof-Read</b> <ul style="list-style-type: none"> <li>Before submitting your report, read through for mistakes.</li> </ul>