



Module: Smart Reports Overview - Summary

Contents																				
1	Definition of a Research Report	Your research report is a written record of your project from start to finish. The report should be clear and detailed enough for the reader to know exactly what you did, why you did it, what the results were and where you got your research information.																		
2	Key Elements of a Good Research Report	Your report should be: <ul style="list-style-type: none">• Clear<ul style="list-style-type: none">- State purpose clearly- Use simple language to make it easy to understand- Explain technical terms, if any• Structured<ul style="list-style-type: none">- Organise contents in a logical sequence using headings and sub-headings, section numbering and bullets• Factual<ul style="list-style-type: none">- Choose facts that are relevant and accurate- Use facts to support your conclusion, interpretations, and recommendations- Only give personal opinions when it can be supported by facts. This makes it more convincing																		
3	Key Sections of Your Research Report	<table border="1"><thead><tr><th></th><th>Contents</th></tr></thead><tbody><tr><td>1</td><td>Abstract</td></tr><tr><td>2</td><td>Introduction</td></tr><tr><td>3</td><td>Research Methods</td></tr><tr><td>4</td><td>Findings</td></tr><tr><td>5</td><td>Discussion</td></tr><tr><td>6</td><td>Conclusion</td></tr><tr><td>7</td><td>Bibliography</td></tr><tr><td>8</td><td>Appendices</td></tr></tbody></table>		Contents	1	Abstract	2	Introduction	3	Research Methods	4	Findings	5	Discussion	6	Conclusion	7	Bibliography	8	Appendices
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Source . Understand . Research . Evaluate.

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4	Stages of Project Work Reporting	<table border="1"><thead><tr><th></th><th></th><th>Task</th></tr></thead><tbody><tr><td>Stage 1</td><td>Planning</td><td><ul style="list-style-type: none">• Draft the outline of the report according to the 8 sections you learnt earlier• Gather all the information you have• Decide what needs to go into the report</td></tr><tr><td>Stage 2</td><td>Writing</td><td><ul style="list-style-type: none">• Use appropriate report writing style• Your research report should be clear, structured, and factual</td></tr><tr><td>Stage 3</td><td>Presenting</td><td><ul style="list-style-type: none">• Prepare to present your project work to your teacher and classmates• Create the presentation materials• Present effectively and with impact</td></tr></tbody></table>			Task	Stage 1	Planning	<ul style="list-style-type: none">• Draft the outline of the report according to the 8 sections you learnt earlier• Gather all the information you have• Decide what needs to go into the report	Stage 2	Writing	<ul style="list-style-type: none">• Use appropriate report writing style• Your research report should be clear, structured, and factual	Stage 3	Presenting	<ul style="list-style-type: none">• Prepare to present your project work to your teacher and classmates• Create the presentation materials• Present effectively and with impact	
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Appendix A: Checklist – Is this a Good Research Report?

Characteristics	Key Questions to Ask
Clear	<input type="checkbox"/> Is the purpose of the research report clearly defined? <input type="checkbox"/> Are the explanations easy to understand?
Structured	<input type="checkbox"/> Are the contents arranged in a systematic manner? <input type="checkbox"/> Are headers, sub-headers, numbering and bullets used to make it easy to read and understand?
Factual	<input type="checkbox"/> Are facts relevant and accurate? <input type="checkbox"/> Are the conclusion and recommendations based on facts? <input type="checkbox"/> Are personal viewpoints supported by facts?

You may use this checklist as a guide when writing your own research report.

