

## Module: How to Begin a Research Report: Additional Information

No.	Contents:
1.	<b>Tip</b> Record the details of every source that you referred to when doing Literature Review.
2.	<b>Tip</b> When taking notes of the readings you made, summarise the key points.
3.	<b>Tip</b> It is a good idea to establish some headings, or categories, for the Literature Review. This would help to save time and help organise your thoughts.
4.	<b>Tip</b> When making notes of the information gathered during the Literature Review, you may use direct quotes, paraphrasing or summarising techniques.
5.	<b>Tip</b> When writing the introduction, put yourself in your reader's position – does it entice you to continue reading? Write in a way that captures the interest of the reader, e.g. use illustrations or quotes to describe the need for the study.
6.	<b>Tip</b> If you aren't sure whether your audience will understand a term or if there is some variation in the way the term can be defined, offer your own definition.
7.	<b>Tip</b> Aim to have your report ready a day or two before the deadline. This gives you peace of mind and a chance to triple check.
8.	<b>Tip</b> Check for and define words that are key to your research to help your readers understand them.