

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

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1.	<b>Tip</b> When you have written your draft report, get someone else to read it over. Sometimes, a second pair of eyes can see mistakes that you missed.
2.	<b>Tip</b> Use the same font throughout your research report except for tables, graphs, chapter titles and section headings.
3.	<b>Tip</b> You should include operational definitions in your report to enable the reader to understand what they mean.
4.	<b>Tip</b> Avoid the use of trivial tables or graphs. If a graph or table does not add new information (i.e., information not explained in the text), then don't include it.
5.	<b>Tip</b> Numbers and tables are not self-explanatory. If you use tables or graphs, give a short analysis of what they show.
6.	<b>Tip</b> When looking for information from the Internet, pay attention to domain name extensions, e.g. .edu (educational institution), .gov (government), or .org (non-profit organisation). These sites represent institutions and tend to be more reliable.