
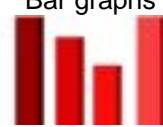


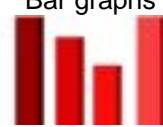


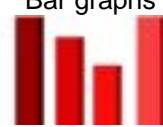



Module: How to Write the Body Section: Summary

No.	Topic	Contents
1.	How to Write the Research Methods Section	<p>The Research Methods section documents your primary data collection process, which may include surveys, observations or experiments.</p> <p>Ask yourself these questions:</p> <p>What research method was used?</p> <ul style="list-style-type: none"> Describe if your research was qualitative or quantitative and the type of questions asked in the interview <p>Why was this survey method used?</p> <ul style="list-style-type: none"> State why you chose your survey method <p>Who was surveyed?</p> <ul style="list-style-type: none"> Describe the profile of the people surveyed. State the number of people interviewed and how were they selected <p>How was the survey conducted?</p> <ul style="list-style-type: none"> Describe your research procedure <p>When was it conducted?</p> <ul style="list-style-type: none"> State the duration which the interviews were conducted <p>Where was it conducted?</p> <ul style="list-style-type: none"> State where the research was conducted
2.	How to Write the Findings Section	<p>The Findings section states what you have found and presents the data from your research, with the help of tables, charts and graphs.</p> <p><u>Guidelines:</u></p> <p>Summarise your results clearly in a table and label it</p> <p>Highlight your main findings with supporting diagrams:</p> <ul style="list-style-type: none"> All diagrams should be clearly labelled with a title and short description so they can be referred to in your text. <p>Smoothly integrate all charts, graphs and figures into your report:</p> <ul style="list-style-type: none"> Introduce the figure by telling the reader what to focus on, and then lead out of the figure by concluding your analysis or linking to the next important point. <p>State the facts or findings, in order of importance.</p> <ul style="list-style-type: none"> Highlight information which you consider significant, point out trends

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		<p>or relationships, or compare data presented in separate figures.</p> <p>TIP:</p> <p>If you plan to highlight two items that are in a table, place them close enough together to compare visually. If you want to show the relationship between two or more series of numbers, arrange them in columns rather than rows because reading down columns is quicker and patterns can be spotted more easily.</p>								
3.	Tools to Present Your Data	<p>The data that you have collected for your research may be quantitative (numerical) or qualitative (opinion-based). Here are three types of visual tools which you may use to present your findings.</p> <table><tr><th>Types of Visual Tools</th><th>Suitability</th></tr><tr><td><p>Pie charts</p></td><td>More suitable for quantitative data, pie charts allow us to see each response type as a percentage of the total sample size.</td></tr><tr><td><p>Bar graphs</p></td><td>Bar graphs allow us to compare data values easily at a glance, and are simpler and quicker to digest. This is more suitable for quantitative data.</td></tr><tr><td><p>Tables</p></td><td>Allows us to see quantitative and qualitative features of data easily and perform close analysis.</td></tr></table>	Types of Visual Tools	Suitability	<p>Pie charts</p> 	More suitable for quantitative data, pie charts allow us to see each response type as a percentage of the total sample size.	<p>Bar graphs</p> 	Bar graphs allow us to compare data values easily at a glance, and are simpler and quicker to digest. This is more suitable for quantitative data.	<p>Tables</p> 	Allows us to see quantitative and qualitative features of data easily and perform close analysis.
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4.	How to Write the Discussion Section	<p>The Discussion section makes sense of what you have found, and links your findings to the Literature Review and problem statement.</p> <p>Ask yourself these questions:</p> <p>What do your findings mean?</p> <ul style="list-style-type: none">Summarise your main findings, interpret them and explain what they mean in relation to your problem statement. Support your points using the data from your Findings section <p>Were your findings expected?</p> <ul style="list-style-type: none">Discuss possible reasons for unexpected findings <p>How do they fit in?</p> <ul style="list-style-type: none">Frame your findings within the context of your research and link them back to what you have found in the Literature Review								

Appendix A: Useful Checklists

Section	Check list
Research Methods	<ul style="list-style-type: none"> ○ Is the research process clearly outlined? ○ Is it detailed enough to be easily replicated?
Findings	<ul style="list-style-type: none"> ○ Are the results clearly summarised or stated? ○ Is data presented visually where appropriate? ○ Are the figures clearly labelled? ○ Are the figures referred to in the text?
Discussion	<ul style="list-style-type: none"> ○ Are the important findings stated and supported by the results? ○ Are the main findings explained and interpreted? ○ Are the findings linked to literature cited?