



Source . Understand . Research . Evaluate.

Module: Structure of a Research Report - Part 3: Summary

Contents		
1	The Introduction Section	<p>Purpose:</p> <ul style="list-style-type: none">• It provides the reader with all the information that he or she needs to understand the report <p>Items that may be included in the Introduction:</p> <ul style="list-style-type: none">• Background information to understand the report• Purpose of the research• Limits of the research<ul style="list-style-type: none">- What it does not cover• Definition of terms• Literature Review sub-section (see next row)
2	The Literature Review Sub-section	<p>Purpose:</p> <ul style="list-style-type: none">• It shows the relevant books and research reports that you have read and analysed. It provides a background context for the reader <p>Items that may be included in the Literature Review:</p> <ul style="list-style-type: none">• Extracts from relevant published material• Your comments on how they are relevant to your research
3	The Abstract Section	<p>Purpose:</p> <ul style="list-style-type: none">• It provides the reader with an overview of the entire report. <p>The Abstract is a 150 to 200 word summary of the following:</p> <ul style="list-style-type: none">• The aims or purpose of the report• The research methods• The findings• The conclusion• The recommendations
4	The Bibliography Section	<p>Purpose:</p> <ul style="list-style-type: none">• It provides the reference sources for published works that were used in the report <p>There are two commonly used styles for bibliographies:</p> <ul style="list-style-type: none">• American Psychological Association (APA)• Modern Language Association (MLA)



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Contents	
5	<p>The Appendices Section</p> <p>Purpose:</p> <ul style="list-style-type: none">• It provides supporting documents <p>Items that may be included in the Appendices:</p> <ul style="list-style-type: none">• Survey documents (e.g. questionnaires)• Project planning documents and visual organisers such as:<ul style="list-style-type: none">- Concept Map- Research Design Scratchbox- InfoMap- Project Schedule- Task Distribution



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Appendix A : Checklist for Your Report

Report Checklist	
Where to Start?	<ul style="list-style-type: none"><input type="checkbox"/> Start with the Body of the report<input type="checkbox"/> Write the End next<input type="checkbox"/> Write the introduction using the points from the Body and End<input type="checkbox"/> Write the Abstract last as it is a summary of the Introduction, Body and End<input type="checkbox"/> The References can be written after the Abstract but compile the resources for the References throughout the entire research process
Report Title	<ul style="list-style-type: none"><input type="checkbox"/> You may use a “working report title” first and change it at a later stage to reflect your project more accurately.<input type="checkbox"/> Craft the title using either the problem statement, the research methods or the results of the research
The Research Methods Section	<p>You may include the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> Research methods used<input type="checkbox"/> The target population<input type="checkbox"/> Number surveyed<input type="checkbox"/> Where, when and how was the research conducted<input type="checkbox"/> Why these research methods were used<input type="checkbox"/> How the questionnaires were returned (if questionnaires were used)
The Findings Section	<ul style="list-style-type: none"><input type="checkbox"/> Summarise results (e.g. in a table)<input type="checkbox"/> Visually represent the results (e.g. charts or graphs if appropriate)<input type="checkbox"/> State the findings (i.e. what was found from the results)
The Discussion Section	<ul style="list-style-type: none"><input type="checkbox"/> State the findings<input type="checkbox"/> Support it with the results<input type="checkbox"/> Link to other research if possible<input type="checkbox"/> Interpret the findings (most important)
The Conclusion Section	<ul style="list-style-type: none"><input type="checkbox"/> State whether the research have or have not provided an answer to the problem statement<input type="checkbox"/> Briefly summarise the findings<input type="checkbox"/> State any deviations from expectations
Recommendations Sub-Section	<ul style="list-style-type: none"><input type="checkbox"/> Recommends appropriate actions, changes or solutions<input type="checkbox"/> Use words like “It is recommended that...”
The Introduction Section	<ul style="list-style-type: none"><input type="checkbox"/> Provide relevant background information to help the reader understand the report<input type="checkbox"/> State the purpose of the research<input type="checkbox"/> Explain the limits of the research<ul style="list-style-type: none">- What it does not cover<input type="checkbox"/> Provide definition of terms used in the report
Literature Review sub-section	<ul style="list-style-type: none"><input type="checkbox"/> List extracts from relevant published material<input type="checkbox"/> Comment on how they are relevant to your research



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Report Checklist	
The Abstract Section	<p>Provide 150 to 200 word summary of the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> The aims or purpose of the report<input type="checkbox"/> The research methods<input type="checkbox"/> The findings<input type="checkbox"/> The conclusion<input type="checkbox"/> The recommendations
The Bibliography Section	<ul style="list-style-type: none"><input type="checkbox"/> Provide the reference sources for published works that were used in the report<input type="checkbox"/> List the sources in alphabetical order<input type="checkbox"/> Refer to your project proposals to determine which citation style to use (APA or MLA)
The Appendices Section	<ul style="list-style-type: none"><input type="checkbox"/> Provide survey documents (e.g. questionnaires)<input type="checkbox"/> Provide project planning documents and visual organisers (e.g. concept maps, research design scratchbox, InfoMap, project schedule, task distribution)

