## Module: How to Begin a Research Report: Summary

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|---|---|---|
| 1. | How to Write the Introduction Section | Most reports start with an Introduction section. An Introduction gives the reader:<br><br>• the **background information required** to understand the problem statement<br>• the **purpose** of the research<br>• an **explanation** of terms and concepts |
| 2. | What is a Literature Review? | Conducting a Literature Review:<br><br>• helps you to identify published information and research methods relevant to your topic<br>• allows us to improve or build upon existing knowledge, identify gaps in literature for you to position your project<br>• increases your breadth of knowledge and gives credibility to your work |
| 3. | How to Write the Literature Review | The Literature Review should:<br><br>• provide a summary of the research findings by other researchers on the same topic<br>• identify questions that need further research<br>• highlight areas of controversy<br>• relate your research question to the literature found |
| 4. | Tips for Writing the Literature Review | **Be selective**<br><br>• Find relevant research studies on the topic<br>• Select and study at least 3 of the more important and current ones<br>• Capture the main points from each study<br><br>**Summarise and synthesize**<br><br>• Highlight the findings, conclusions, strengths and weaknesses of the research studies<br>• Discuss how they relate to your research topic, in your own words<br><br>**Use evidence**<br><br>• Support your analysis with evidence from the studies to show that what you are saying is valid (e.g. using direct quotations or paraphrased in your own words)<br>• Use quotation marks to indicate direct quotations taken from the source<br><br>**Keep your own voice** |

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| | | • A good literature review presents not only the research done by others but your critical evaluation as well<br>• Analyse and state your conclusion of the findings and research methodology used<br><br>**Use in-text citations**<br><br>• Use in-text citation to indicate the sources you quoted from or referred to<br>• Use either the MLA or APA citation styles |
| 5. | How to Write an In-text Citation | The 3 elements to focus on when making in-text citations, are:<br>• author's last name<br>• publication year, and<br>• page number<br>These are written in brackets at the end of the text referred, e.g. (Lim, 2007, p.1).<br><br>**For paraphrased text:**<br>If you are paraphrasing the text in your own words, the page number is not required,<br>e.g. (Lim, 2007)<br><br>**For a direct quote:**<br>• Use double quotation marks to show that you are quoting the exact words from the source.<br>• The specific page number or numbers will be preceded by a "p." or "pp" respectively.<br><br>**When the author's name is mentioned in the main text:**<br>• Cite the year of publication in parenthesis after the name, e.g. As stated by Munoo (2007)<br><br>**When the information is written by 2 authors:**<br>• State both authors, e.g. (Ibrahim & Tan, 2006)<br><br>**When there is no author:**<br>• State the source title in place of the author, e.g. ("Saving the Earth", 2005)<br><br>**When there is no page number (for direct quotes):**<br>• State the paragraph number instead of the page number |

# Source . Understand . Research . Evaluate.

## Appendix A:  Useful Checklists

| Section | Check list |
|---|---|
| Introduction | o   Is the purpose of the research clearly stated?<br><br>o   Is the context and background explained?<br><br>o   Is the problem statement defined?<br><br>o   Are the important concepts and terms defined?<br><br>o   Are the limits of the study outlined? |
| Literature Review | o   Are the materials related to your research question?<br><br>o   Did you analyse what you have gathered from the literature<br>o   review?<br><br>o   Is your analysis supported by evidence from the source? |