

Module: Smart Research Report Overview - Additional Information

No.	Contents:
1.	<p>Do you know?</p> <p>“...the report should be clear and detailed enough for the reader to know exactly what you did, why you did it, what the results were... and where you got your research information. This written document is your spokesperson when you are not present to explain your project...and... it documents all your work.”</p> <p>Source: VanCleave, J. (1997). <i>Janice VanCleave's Guide to the best science fair projects</i> [Electronic version]. New York: John Wiley & Sons, Inc.</p>
2.	<p>Tip</p> <p>Often, the quality of your research may be judged directly by the quality of the writing in your research report and how well you convey the important findings.</p>
3.	<p>Tip</p> <p>One of the most common complaints of research report is that it is not clear and hard to understand. Make sure your report is clear and written in the language that your readers can understand.</p>
4.	<p>Tip</p> <p>It is important to organise your report in a logical sequence as this makes it easy for the reader to understand.</p>
5.	<p>Tip</p> <p>When writing your research report, it is good practice to follow this process: draft, check, reflect, revise, review again.</p>
6.	<p>Tip</p> <p>Always keep your research question in mind throughout the whole process.</p>
7.	<p>Tip</p> <p>Keep a research journal to capture what you do, decisions, changes made, research results etc.</p>
8.	<p>Tip</p> <p>Use the passive voice in formal writing. It focuses on the information and processes rather than the person who performs the tasks.</p>