

<ul style="list-style-type: none"> <li>• Familiarize with the research/project report and its components.</li> <li>• Develop a research/project report.</li> </ul>	<b>Unit 5: Report Writing (4hr)</b> 5.1 What is a research report? 5.2 Need of a Research Report 4.3 Components of a Research Report 4.4 A case study on any research paper/report
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## What is a research report?

A research report is a well-crafted document that outlines the processes, data, and findings of a systematic investigation. It is an important document that serves as a first-hand account of the research process, and it is typically considered an objective and accurate source of information.

In many ways, a *research report can be considered as a summary of the research process that clearly highlights findings, recommendations, and other important details.* Reading a well-written research report should provide us with all the information you need about the core areas of the research process.

## Types of Research Report

The research report is classified based on 2 things; nature of research and target audience.

### *Nature of Research*

- **Qualitative Research Report**

This is the type of report written for qualitative research. It outlines the methods, processes, and findings of a qualitative method of systematic investigation. In educational research, a qualitative research report provides an opportunity for one to apply his or her knowledge and develop skills in planning and executing qualitative research projects.

A qualitative research report is usually descriptive in nature. Hence, in addition to presenting details of the research process, you must also create a descriptive narrative of the information.

- **Quantitative Research Report**

A quantitative research report is a type of research report that is written for quantitative research. Quantitative research is a type of systematic investigation that pays attention to numerical or statistical values in a bid to find answers to research questions.

In this type of research report, the researcher presents quantitative data to support the research process and findings. Unlike a qualitative research report that is mainly descriptive, a quantitative research report works with numbers; that is, it is numerical in nature.

### *Target Audience*

Also, a research report can be said to be technical or popular based on the target audience. If you're dealing with a general audience, you would need to present a popular research report, and if you're dealing with a specialized audience, you would submit a technical report.

- **Technical Research Report**

A technical research report is a detailed document that you present after carrying out industry-based research. This report is highly specialized because it provides information for a technical audience; that is, individuals with above-average knowledge in the field of study.

In a technical research report, the researcher is expected to provide specific information about the research process, including statistical analyses and sampling methods. Also, the use of language is highly specialized and filled with jargon.

**Examples of a technical research report include legal, engineering and medical research reports.**

- **Popular Research Report**

A popular research report is one for a general audience; that is, for individuals who do not necessarily have any knowledge in the field of study. A popular research report aims to make information accessible to everyone.

It is written in very simple language, which makes it easy to understand the findings and recommendations. **Examples of popular research reports are the information contained in newspapers and magazines.**

### **Features of a Research Report**

So how do you recognize a research report when you see one? Here are some of the basic features that define a research report.

- It is a detailed presentation of research processes and findings, and it usually includes tables and graphs.
- It is written in a formal language.
- It is informative and based on first-hand verifiable information.
- It is formally structured with headings, sections, and bullet points.
- It always includes recommendations for future actions.

### **Need of a Research Report**

A research report is a document that presents the findings of a research study or project. **It serves several important purposes:**

1. **Communication of findings:** One of the primary purposes of a research report is *to communicate the results of a study to others*. By documenting the research methods, data collected, analysis performed, and conclusions drawn, a research report allows others to understand the study and evaluate its validity and relevance.
2. **Knowledge dissemination:** Research reports contribute to the body of knowledge in a particular field by sharing new findings, insights, and discoveries with the broader academic community. This helps to advance knowledge and understanding in the field and may inspire further research.

3. **Peer review:** Research reports often undergo peer review, where experts in the field evaluate the study's methodology, results, and conclusions. *Peer review helps to ensure the quality and validity of the research and provides feedback to the authors for improvement.*
4. **Reference for future research:** Research reports serve as a valuable resource for other researchers who are conducting related studies. They can provide background information, methodology details, and results that can inform and guide future research efforts.
5. **Decision-making:** Research reports can inform decision-making processes in various contexts, such as policy development, business strategy, or clinical practice. Decision-makers can use research findings to make informed choices and implement evidence-based practices.
6. **Accountability and transparency:** Research reports document the research process and findings in a transparent and accountable manner. This helps to ensure the integrity of the research and allows others to verify the results and conclusions.

*Overall, research reports play a crucial role in the research process by documenting and disseminating findings, facilitating knowledge exchange, enabling peer review, guiding future research, supporting decision-making, and promoting accountability and transparency.*

## **Importance of a Research Report**

- **Knowledge Transfer**

As already stated above, one of the reasons for carrying out research is to contribute to the existing body of knowledge, and this is made possible with a research report. A research report serves as a means to effectively communicate the findings of a systematic investigation to all and sundry.

- **Identification of Knowledge Gaps**

With a research report, you'd be able to identify knowledge gaps for further inquiry. A research report shows what has been done while hinting at other areas needing systematic investigation.

- In market research, a research report would help you understand the market needs and peculiarities at a glance.
- A research report allows you to present information in a precise and concise manner.
- It is time-efficient and practical because, in a research report, you do not have to spend time detailing the findings of your research work in person. You can easily send out the report via email and have stakeholders look at it.

## **Components of a Research Report**

### **A. Components of Research Report:**

1. Title
2. Abstract
3. Keywords
4. Rationale/background and motivation
5. Aim and objectives of research
6. Literature review
7. Research problem
8. Methodology
9. Research plan and budget
10. Contributions- impact and significance

11. Reference list/bibliography
12. Annexes

**Other Parts of Research Report:**

1. Funding and Acknowledgement
2. Table of Contents, List Figures, List of Tables and Abbreviations
3. Title Page and Copyright Page
4. Declaration and Recommendation
5. Certification Page

***Note:** The components of research proposal and research report may vary based on the research strategy and nature of the research problem.*

**A case study on any research paper/report**

**Assignment:**

You have to present a case study report on any case you are familiar with