

# Report Preparation

## Meaning of Research Report

Research report is a mannerly written document regarding the findings of any kind of research. It is the final product or output of any systematic investigation which is prepared to submit to the authentic body or funding agency. Report is a clear and concise documentation and presentation of envisaged facts.

## Definitions

- ❖ According to Krishna Swami "research report is a formal statement of a research process and its result." Writing a report is both an art as well as science so that it pertain certain skills, rules and format suited for proper delivery in orderly and scientific manner. Effective report deserves:
  - Uniformity,
  - Consistency, and
  - Regularity
- ❖ **Neuman (2006) states that a research report is a written document (or oral presentation based on a written document) that communicates the methods and findings of a research project to others. It is more than a summary of findings; it is a record of the research process. In addition to findings, the report includes the reasons for initiating the project, a description of the project steps, a presentation of data, and a discussion of how the data relate to the research question or topic.**

## Types of Research Report

"Research report can vary differently in its length, type and purpose. Kerlinger (2004) states that the results of a research investigation can be presented in number of ways via a technical report,

a popular report, a monograph or at times even in the form of oral presentation." Some typology of research reports are more popular for business purposes can be as:

- ☐ Formal and Informal report
- ☐ Written and Oral report
- ☐ Internal and external report
- ☐ long and short report
- ☐ Descriptive and Analytical report
- ☐ Technical and popular report

But, for the academic report like Thesis, GRP or Project reports, only either descriptive or analytical report is prepared. A short description of each type of description and analytical report is given below:

**1. Descriptive Report:** In descriptive report, researcher describes the facts, trends or opinions experienced or gathered during the research work. In such reports, data presentation and analysis are more importantly presented. Such reports are more suitable in case of describing current situations, etc. It is more popular method of report writing.

**2. Analytical report:** As name given analytical, such reports are prepared with analyzing and interpretation of the facts or trends or situations. This means analytical report is one step ahead than descriptive reports. Such reports follow the scientific investigation and reporting. Analytical reports also recommend some measures to improve the situation with stating different problems on the situation. Policy research and managerial research which are normally funded by any agencies seeking solution of prevailing problems demand analytical report.

**3. Formal or Informal Reports:** Formal reports are carefully structured; they stress objectivity and organization, contain much detail, and are written in a style that tends to eliminate such elements as personal pronouns. Informal reports are usually short messages with natural, casual use of language. The internal memorandum can generally be described as an informal report.

**4. Short or Long Reports:** This is a confusing classification. A one-page memorandum is obviously short, and a twenty page report is clearly long. But where is the dividing line? Bear in mind that as a report becomes longer (or what you determine as long), it takes on more characteristics of formal reports.

**5. Proposal Report:** The proposal is a variation of problem-solving reports. A proposal is a document prepared to describe how one organization can meet the needs of another. Most governmental agencies advertise their needs by issuing “requests for proposal” or RFPs. The RFP specifies a need and potential suppliers prepare proposal reports telling how they can meet that need.

**6. Internal or External Reports:** Internal reports travel within the organization. External reports, such as annual reports of companies, are prepared for distribution outside the organization.

**7. Technical and Popular Reports:** In the technical report the main emphasis is on:

- the methods employed,
- assumptions made in the course of the study,
- the detailed presentation of the findings including their limitations and supporting data.

**8. Popular Report:** The popular report is one which gives emphasis on simplicity and attractiveness. The simplification should be sought through clear writing, minimization of technical, particularly mathematical, details and liberal use of charts and diagrams. Attractive layout along with large print, many subheadings, even an occasional cartoon now and then is another characteristic feature of the popular report. Besides, in such a report emphasis is given on practical aspects and policy implications.

## **Layout of the Research Report**

There is scientific method for the **layout of research report**. The **layout of research report** means as to what the research report should contain. The contents of the research report are noted below:

### **(1) Preliminary Pages:**

These must be title of the research topic and data. There must be preface or foreword to the research work. It should be followed by table of contents. The list of tables, maps should be given.

### **(2) Main Text:**

It provides the complete **outline of research report** along with all details. The title page is reported in the main text. Details of text are given continuously as divided in different chapters.

- (a) Introduction
- (b) Statement of the problem
- (c) The analysis of data
- (d) The implications drawn from the results
- (e) The summary

#### **(a) Introduction:**

Its purpose is to introduce the research topic to readers. It must cover statement of the research problem, hypotheses, objectives of study, review of literature, and the methodology to cover primary and secondary data, limitations of study and chapter scheme. Some may give in brief in the first chapter the introduction of the research project highlighting the importance of study. This is followed by research methodology in separate chapter.

The methodology should point out the method of study, the research design and method of data collection.

#### **(b) Statement of the problem:**

This is crux of his research. It highlights main theme of his study. It must be in nontechnical language. It should be in simple manner so ordinary reader may follow it. The social research

must be made available to common man. The research in agricultural problems must be easy for farmers to read it.

**(c) Analysis of data:**

Data so collected should be presented in systematic manner and with its help, conclusions can be drawn. This helps to test the hypothesis. Data analysis must be made to confirm the objectives of the study.

**(d) Implications of Data:**

The results based on the analysis of data must be valid. This is the main body of research. It contains statistical summaries and analysis of data. There should be logical sequence in the analysis of data. The primary data may lead to establish the results. He must have separate chapter on conclusions and recommendations. The conclusions must be based on data analysis. The conclusions must be such which may lead to generalization and its applicability in similar circumstances. The conditions of research work limiting its scope for generalization must be made clear by the researcher.

**(e) Summary:**

This is conclusive part of study. It makes the reader to understand by reading summary the knowledge of the research work. This is also a synopsis of study.

**(3) End Matter:**

It covers relevant appendices covering general information, the concepts and bibliography. The index may also be added to the report.

## **Steps in Report Writing**

### **Steps in Report Writing in Research Methodology**

Research reports are the product of slow, painstaking, accurate inductive work. The usual steps involved in writing report are:

- a. **Logical analysis of the subject-matter;**
- b. **Preparation of the final outline;**
- c. **Preparation of the rough draft;**
- d. **Rewriting and polishing;**
- e. **Preparation of the final bibliography; and**
- f. **Writing the final draft.**

**A. Logical analysis of the subject matter:** It is the first step which is primarily concerned with the development of a subject. There are two ways in which to develop a subject

- a. logically and
- b. chronologically.

The logical development is made on the basis of mental connections and associations between the one thing and another by means of analysis. Logical treatment often consists in developing the material from the simple possible to the most complex structures. Chronological development is based on a connection or sequence in time or occurrence. The directions for doing or making something usually follow the chronological order.

**B. Preparation of the final outline:** It is the next step in writing the research report “Outlines are the framework upon which long written works are constructed. They are an aid to the logical organization of the material and a reminder of the points to be stressed in the report.”

**C. Preparation of the rough draft:** This follows the logical analysis of the subject and the preparation of the final outline. Such a step is of utmost importance for the researcher now sits to write down what he has done in the context of his research study. He will write down the procedure adopted by him in collecting the material for his study along with various limitations faced by him, the technique of analysis adopted by him, the broad findings and generalizations and the various suggestions he wants to offer regarding the problem concerned.

**D. Rewriting and polishing of the rough draft:** This step happens to be most difficult part of all formal writing. Usually this step requires more time than the writing of the rough draft. The careful revision makes the difference between a mediocre and a good piece of writing. While rewriting and polishing, one should check the report for weaknesses in logical development or presentation. The researcher should also “see whether or not the material, as it is presented, has unity and cohesion; does the report stand upright and firm and exhibit a definite pattern, like a marble arch? Or does it resemble an old wall of moldering cement and loose brick.” In addition the researcher should give due attention to the fact that in his rough draft he has been consistent or not. He should check the mechanics of writing—grammar, spelling and usage.

**E. Preparation of the final bibliography:** Next in order comes the task of the preparation of the final bibliography. The bibliography, which is generally appended to the research report, is a list of books in some way pertinent to the research which has been done. It should contain all those works which the researcher has consulted. The bibliography should be arranged alphabetically and may be divided into two parts; the first part may contain the names of books and pamphlets, and the second part may contain the names of magazine and newspaper articles. Generally, this pattern of bibliography is considered convenient and satisfactory from the point of view of reader, though it is not the only way of presenting bibliography. The entries in bibliography should be made adopting the following order:

**For books and pamphlets the order may be as under:**

1. Name of author, last name first.
2. Title, underlined to indicate italics.
3. Place, publisher, and date of publication.
4. Number of volumes.

Example: Kothari, C.R., Quantitative Techniques, New Delhi, Vikas Publishing House Pvt. Ltd., 1978.

**F. Writing the final draft:** This constitutes the last step. The final draft should be written in a concise and objective style and in simple language, avoiding vague expressions such as “it

seems”, “there may be”, and the like ones. While writing the final draft, the researcher must avoid abstract terminology and technical jargon. Illustrations and examples based on common experiences must be incorporated in the final draft as they happen to be most effective in communicating the research findings to others. A research report should not be dull, but must enthuse people and maintain interest and must show originality. It must be remembered that every report should be an attempt to solve some intellectual problem and must contribute to the solution of a problem and must add to the knowledge of both the researcher and the reader.

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