



Report Writing



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Topic- Report Writing

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What is a report?

- A report is a written presentation of factual information based on an investigation or research. Reports form the basis for solving problems or making decisions, often in the subjects of business and the sciences. The length of reports varies; there are short memorandum (memo) reports and long reports. Most often you will be asked to write a long report.

What makes an effective report?

- Clear, concise and accurate
- Easy for the audience to understand
- Appropriate for the audience
- Well organised with clear section headings

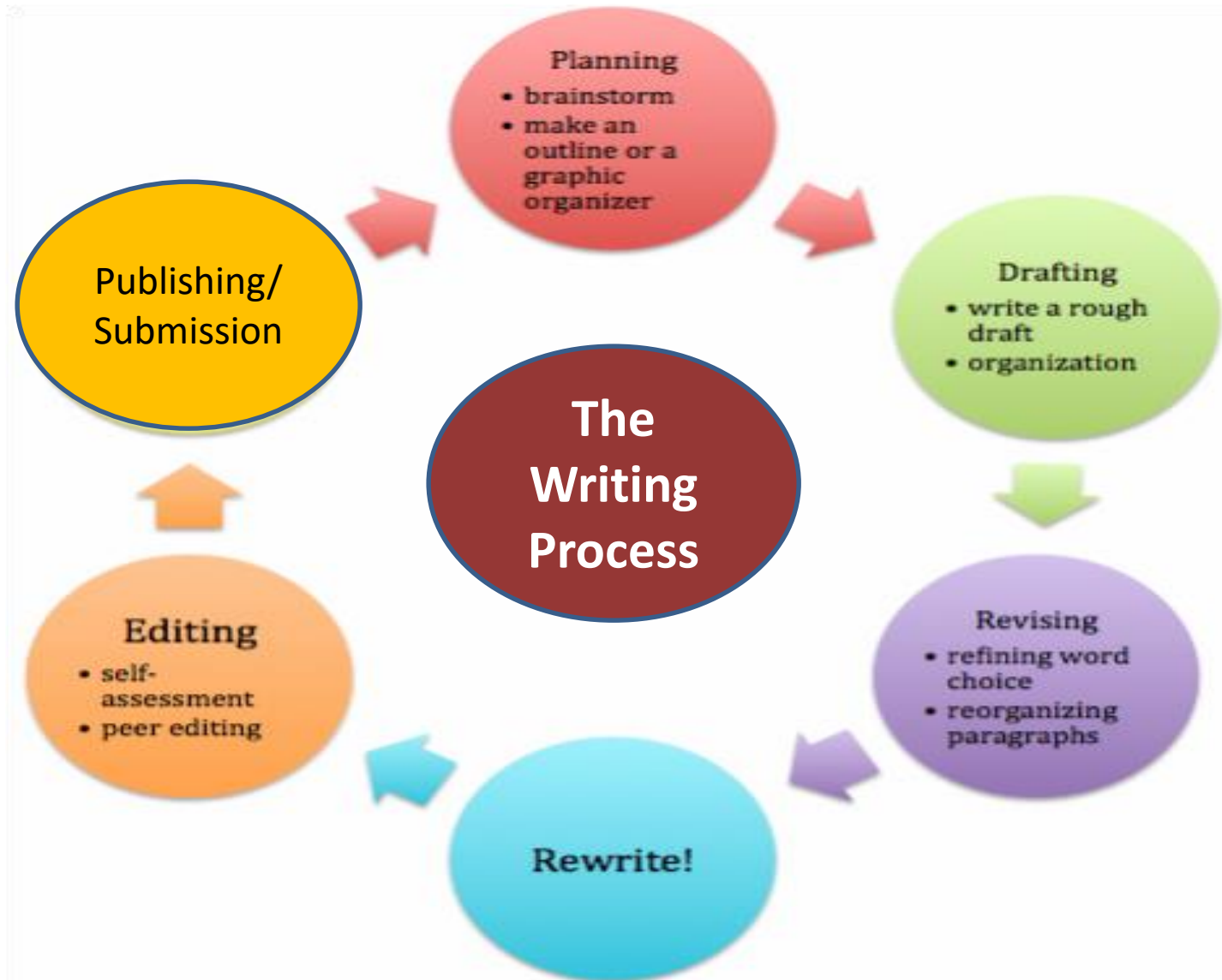
Purpose of Research Report

- It is formal statement of the research process and its results.
- It narrates the problem studied method used for studying it and the findings and conclusion of the study.

Characteristics of a Report

- It is narrative but authoritative document on the outcome of a research effort.
- It presents highly specific information for a clearly designated audience.
- It is non persuasive has a form of communication.
- It is a simple readable and accurate form of communication.

The Writing Process



Type of Reports

It may be classified into-

1. Technical report,
2. Popular report,
3. Interim report,
4. Summary report,
5. Research abstract and
6. Research article
7. Contractual reports
8. Project reports
9. Evaluation reports
10. Annual Report

Technical Report/Thesis

- It is a comprehensive full report of the research process and its outcome.
- It is meant for academic community.
- It is a formal long report covering all the aspects of research process – statement of the problem, objectives, methods and techniques used sampling, field and other research procedures, sources, tools and methods, data processing, analysis, findings, conclusions and suggestions.

Popular Report

- This type of report is designed for an audience of executives/administrators and other non-technical users.
- The reader is less concerned with methodological details but more interested in studying quickly the major findings and conclusion.
- The style of writing may be more journalistic.

Interim Report

- When there is a long time lag between data collection and the presentation of the results in the case of a sponsored project, the study may lose its significance and usefulness and the sponsor may also lose interest in it.
- One of the most effective ways to avoid such eventualities are to present an interim report.
- Intended to last for only a short time until some thing concrete is found.
- The interim report contains a narration of what has been done so far and what were its outcome. It facilitates the sponsoring agency to take action without waiting for the full report.

Summary Report

- A summary report is generally prepared for the consumption of the lay audience namely the general public.
- The preparation of this type of report is desirable for any study whose findings are of general interest.
- It is written in non-technical language with a liberal use of pictorial charts.
- It just contains a brief reference to the objective of the study, its major findings and their implications.
- It is a short report of two or three pages.
- Its size is so limited as to be suited for publication in daily newspapers.

Research Abstract

- This is a short summary of the technical report.
- It is usually prepared by doctoral student before submitting his thesis.
- Its copies are sent by the University along with the letters of request to the examiners invited to evaluate the thesis.
- It contains a brief presentation of the statement of the problem, the objectives of the study, methods and techniques used and an overview of the report.
- A brief summary of the results of the study may also be added.
- This abstract is primarily meant for enabling the examiner-invitees to decide whether the study belongs to the area of their specialization and interest.

Research Article

- This is designed for publication in a professional journal. If a study has touched on more aspects that can be discussed independently, it may be advisable to write separate articles rather than to crowd too many things into a single article.
- A research article must be clearly written in concise and unambiguous language. It must be logically organized, progressing from a statement of the problem and the purpose of study, through the analysis of evidence to the conclusion and implications.

Contractual Reports

- Contractual reports are primarily required for accountability and performance assessment purposes.
- The key purpose of performance reporting and monitoring is to keep people focused on desired change and to help them decide what else needs to be done.

Project Reports

- Project reports should provide detail on the overall project at the point of completion.
- They should be written in a way that enables the reader to assess the quality and importance of the information with the aim of persuading the reader to agree with the conclusions and recommendations.

Evaluation Reports

- Evaluation reports are normally prepared at the midpoint and at the end of a project/program.
- They generally cover most if not all evaluation indicators, including the relevance, efficiency, effectiveness, impact and sustainability of the project/program.

Annual Report

- An annual report is a good marketing tool that presents the actions and accomplishments of an organisation during the financial year.
- It provides public evidence of financial stability and showcases the achievements of an organisation.

Research Report Format

- In this section, the format of a comprehensive technical report or doctoral thesis is discussed.

Report Outline

A technical report has a number of clearly defined sections. While the headings of the sections and their order may vary from one situation to another, the following is suggested as a broad sequence of contents of a research report.

Report Out line

A. Prefactory items

1. Title page
2. Researcher's declaration
3. The certificate of the research Supervisor
4. Preface/Acknowledgements
5. Table of contents
6. List of tables
7. List of graphs and charts
8. Abstract of Synopsis

Contd..

B. Body of the report

1 Introduction

(a) Theoretical background of the topic

(a) Statement of the Problem

(c) Review of Literature

(d) The scope of the Present study

(e) Objectives of the study

(f) Hypotheses to be tested

(g) Definition of concepts

(h) Model, if any

Contd..

2. The Design of the study

(a)Methodology

– Overall typology

- Methods of data collection

(a)Sources of data

(a)Sampling plan

(a)Data collection instruments

(a)Field work

(a)Data processing and analysis plan

(a)An overview of the report

(a)Limitations of the study

Contd..

3.	Results: Findings and Discussion
4.	Summary, Conclusions and Recommendations
c.	Terminal Items
1.	Bibliography
2.	Appendix
	(a) Copies of data collection instruments
	(b) Technical details of sampling plan
	(c) Complex tables
	(d) Glossary of new terms used in the report

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Thank You