Report writing

Report:

 A report is also defined as “ a statement of results, events, conditions, progress or interpretation of information”.

Report writing:

 A research report is a formal statement of the details of the research process and its results. It gives an account of the problem (s) studied,objectives methodology,findings and conclusions of the research study.

Types of report:

 1.Short reports:

 Short report is appropriate when the problem is well defined.It is of limited scope and as a simple and straight forward methodology.

 2.Interim report:

 In the case of a long term project,there will be appreciable time lag from initiation/data collection to submission of the final report.If it happens to be a sponsored project,the sponsor may lose track of the project.

 3.Summary report or popular report:

* + - * + It is a short report consisting of a few pages.
				+ It is meant for general public.
				+ It is devoid of technical jargons

 4.Research abstracts:

 Abstracts are brief summaries of technical report or theses or dissertation circulated for a quick review before a detailed examination is made.

 5.Research articles:

 Short term projects may be published as research articles in professional journals in specific formats.

 6.Long reports:

 1) Technical report:

 It is a comprehensive and full report on the research process and its outcomes.

 It is essentially technical in nature or scope and presented in technical language.

 It follows a specified format or pattern or style.

 2)Management report:

 It is for the non-technical people. As managers are hard pressed for time to absorb details,the report is presented in a reverse order.

FORMAT OF REPORT:

 I.THE PRELIMINARY SECTION:

 1.Title page

 2.Declaration

 3.Certificate

 4.Acknowledgement

 5.Abstract

 6.Table of contents

 7.List of tables

 8.List of figures/illustrations/maps

 9.List of abbreviations

 II.THE MAIN BODY OF THE REPORT:

 a)introduction and description of the study

 1.Introduction

 2.Statement of the problem

 3.Significance of the study

 4.Scope of the study

 5.Definition of important terms used in the study

 6.Objectives

 7.Hypothesis

 8.Period of study

 9.Geographical area of the study

 10.Limitations of the study

 11.Chapterisation

 b)review of literature

 critical analysis of the previous research .

 c)design of the study

 1.Procedure used

 2.Methods of gathering data

 3.Descriptions of data

 d)presentation and analysis of data

 1.Text

 2.Tables

 3.Figures

 4.Analyses

 5.Results

 6. Inferences

 e)findings and suggestions

 1.Brief restatement of the study

 2.Description of procedure used

 3.Main findings and suggestions

 4.Recommendations for further research

 III.THE REFERENCE SECTION:

 1.Bibliography

 2.Appendix or appendices

 3. Index,if any

BIBLIOGRAPHY:

 Bibliography may refer to all the documents which have brearing on the dissertation /theses,irrespective of their being actually referred to or not,in the text.The aim is to permit the reader to find the exact item you consulted consequently,there is a standard form.

IMPORTANCE OF BIBLIOGRAPHY:

 1.It prompts researchers to identify and use reliable sources of information.

 2.It presents sources for all the relevant materials at once place.

INDEX:

 Index refers to an alphebatical list of name of author or subject matter provided at the end of the research reports.The main pupose of such index is to enable the reader to locate the author of the subject matter easily.

FOOTNOTES:

 Footnotes are called footnotes because they are traditionally placed at the foot of the page.Modern writers/printers, for their own convenience, have introduced the practice of collection them at the end of a book or chapter.