

# **RESEARCH REPORT**

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# SYNOPSIS

- ❑ MEANING OF RESEARCH REPORT
- ❑ CHARACTERISTICS OF RESEARCH REPORT.
- ❑ LAYOUT OF RESEARCH REPORT.
- ❑ TYPES OF RESEARCH REPORT.
- ❑ PRECAUTIONS OF RESEARCH REPORT WRITING .
- ❑ FORMULATION OF RESEARCH REPORT.
- ❑ DIFFERENCES BETWEEN BIBLIOGRAPHY AND REFERENCES.
- ❑ FOOTNOTES.
- ❑ CONCLUSION .
- ❑ REFERENCES.

## **MEANING OF RESEARCH REPORT**

- ▶ A research report is a documentary evidence of the research report. It serves as a guide for the authorities like company executives ,directors etc; to evaluate the quality of entire research effort and decisions are guided by the results presented in the report.
- ▶ A research report is a channel of communicating the research findings to the readers of the report. It is a summary of findings and recommendations about a particular problems.

# CHARACTERISTICS OF RESEARCH REPORT

- ▶ **Communicate with the reader:** A report is worthy only, if its contents are easily understood by the readers. The report should be specific to the readers in terms of details mentioned, presentation and technical language used.
- ▶ **Completeness:** A report is considered complete, if it provides all the relevant information and answers the problem adequately. It is not the length but the content which determines the completeness.

# CONTD

- **Concise:** While writing a report the researcher should try to impress the readers with all that, he has found through his research.

“To be concise is to express a thought completely and clearly in few possible words”.

- **Accurate:** It is possible that despite the input being accurate the output **i.e.**, The report may develop inaccuracies. The inaccuracies generally result due to carelessness of handling data, grammatical errors, concept phrasing etc. Hence a good report should be free from such mistakes.

# CONTD

- ▶ **Objective:** It is the hallmark of the research report. Objectivity requires courage to present and defend the results as they actually are, rather twisting it to suit somebody's preferences .
- ▶ **Logical:** A good report should be properly structured and should be logic and flow in whatever that is written. The sequence of various actions should be logical and an outline of various major points should be prepared. User of headings and subheadings should be made.

# CONTD

**Professional Appearance:** Lastly the quality of paper print and cover should be good. Standardization should be maintained through out the report. Whatever is required, key information should be supported with tables, graphs, pictures etc.

# Layout of Research Report.

▶ Anybody who is reading a report, must necessary be conveyed enough about the study so that he can place it in its general scientific context, judge the advocacy of its methods and thus form an opinion of how seriously the findings are to be taken. For this purpose, there is proper layout of the research report. The layout of the research means as to what the research report should contain. The layout of research report includes three (3) stages :

- 1) **Preliminary Pages.**
- 2) **Main Text.**
- 3) **End Matter.**

## **Preliminary Pages.**

It should contain following sections:

- i. Title Page
- ii. Preface
- iii. Letter of Authorisation.
- iv. Table of Contents.

## **Main Body.**

It should contain following sections:

- i. Problem Statement.
- ii. Research Objectives.
- iii. Research Methodology.
- iv. Findings.
- v. Limitations.
- vi. Conclusions & Recommendations.

## **End Matter.**

- ▶ The End section contains all information that supports the main body of research:
  - i. Bibliography.
  - ii. Appendices.

# Types of Research Report

Reports are broadly classified into (2) reports:

1. Written Report.
2. Oral report.

## Written Report.

It should contain following sections:

- a. Administrative Reports.
- b. Professional reports.
- c. Technical Reports.
- d. Popular report

# Contents of Technical Report.

The contents of Technical Report are as follows:

1. Result Summary.
2. Nature of study.
3. Research Design.
4. Data.
5. Analysis of data.
6. Conclusions.
7. Bibliography.
8. Appendices.
9. Index.

# Popular Report

- **Popular Report:** It is the report which is easily to understand by the readers. A Popular Report should stress the following objectives:
  - ❖ Objectives should be stated in simple terms and clarity.
  - ❖ Pictures and graphs should be used instead of tables.
  - ❖ Findings should be clearly stated.
  - ❖ Sentences and paragraphs should be short.
  - ❖ Important points should be highlighted and underlined.

# Oral Report

- ▶ An oral report is the presentation of information through spoken word. It has the advantage of creating an interactive environment where there is give and take information. However it has the disadvantage that there is no permanent record of the report and the reader does not have the advantage of controlling the pace of presentation.

However in case of written report if the reader has any doubt or confusion he can refer back to the document and read it as many times and at the place he desires. Hence it becomes important that the presentation of Oral report is of utmost importance.

# Precautions of Research Report Writing

1. Report must be attractive in appearance , neat and clean whether typed or printed.
2. Appendices should be enlisted in respect of all the technical data in the report.
3. Bibliography of sources consulted must be given.
4. Index should be given because it is considered an essential part of report.
5. Reports should be free from grammatical mistakes.
6. Report should show originality and should necessary be attempt to solve some intellectual problems.
7. A research reports should not be dull, it should sustain readers interest.

# Formulation of Research Report

- ▶ Writing a research report is a time consuming work and goes through numerous drafts before the final presentation is ready. It includes the following steps:
  1. Deciding on research Format.
    - i. Logical Pattern.
    - ii. Psychological Pattern.
    - iii. Chronological Pattern.
  2. Preparation of Final Outline.
  3. Preparation of Rough Draft.
  4. Rewriting and Polishing of Rough Draft.
  5. Preparing Bibliography.
  6. Writing the Final Proof.

# Differences B/W Bibliography & References

## Bibliography

It is a list of all the works used by researcher in an arranged alphabetic order. The researcher should develop index cards which store the information by authors name and also contains other information alongside like, title of book, year of publication, volume, edition etc.

## References

References are given for all kinds of direct or indirect quotations that have been used in the research report in order of their of their appearance. It is an acknowledgement of somebody's opinions which have been incorporated in the report.

# FOOTNOTES

- ▶ Footnotes are the notes which are put at the foot of a page. They are generally used to provide an explanation of a term that has been used in the text. Footnotes are separated from the main text material by a space of half an inch and a line about one and half inch long.

# CONCLUSION

- In spite of all that has been stated above one should keep in the mind that Research report is an art and experience which is learn by practice rather than by mere doctornation. It is a summary of findings and recommendations about a particular problems.

THANK  
YOU

