

**SOS POLITICAL SCIENCE AND PUBLIC ADMINISTRATION**

**MBA HRD 203**

**SUBJECT NAME: RESEARCH METHODOLOGY**

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**UNIT IV**

**TOPIC NAME: TYPES & CHARACTERISTICS OF REPORT**

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# TYPES & CHARACTERISTICS OF REPORT

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# **DEFINITION**

**Research report is a condensed form or a brief description of the research work done by the researcher. It involves several steps to present the report in the form of thesis or dissertation.**

# **PURPOSE**

- **Present in conference.**
- **Publish in journals or articles.**
- **Get grant or financial aid.**
- **Have implications or recommendations in clinical practice, education & administration.**

# TYPES & CHARACTERISTICS

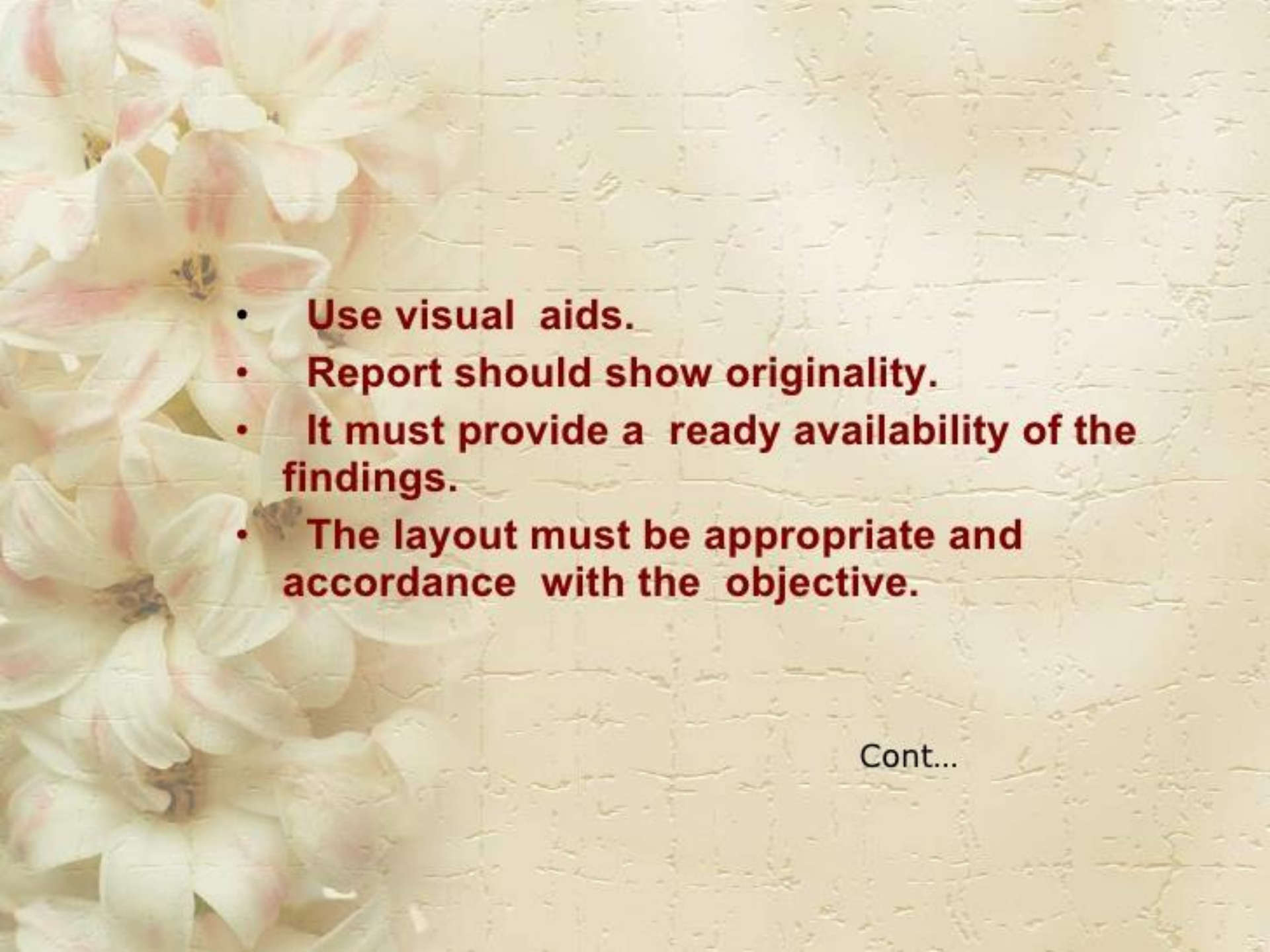


- **Conciseness**
- **Clarity**
- **Honesty**
- **Completeness**
- **Accuracy**



# GUIDELINES

- **Be objective.**
- **Minimize the use of technical language.**
- **Use present tense & active voice.**
- **Treat the data confidentially.**
- **Revise and rewrite.**

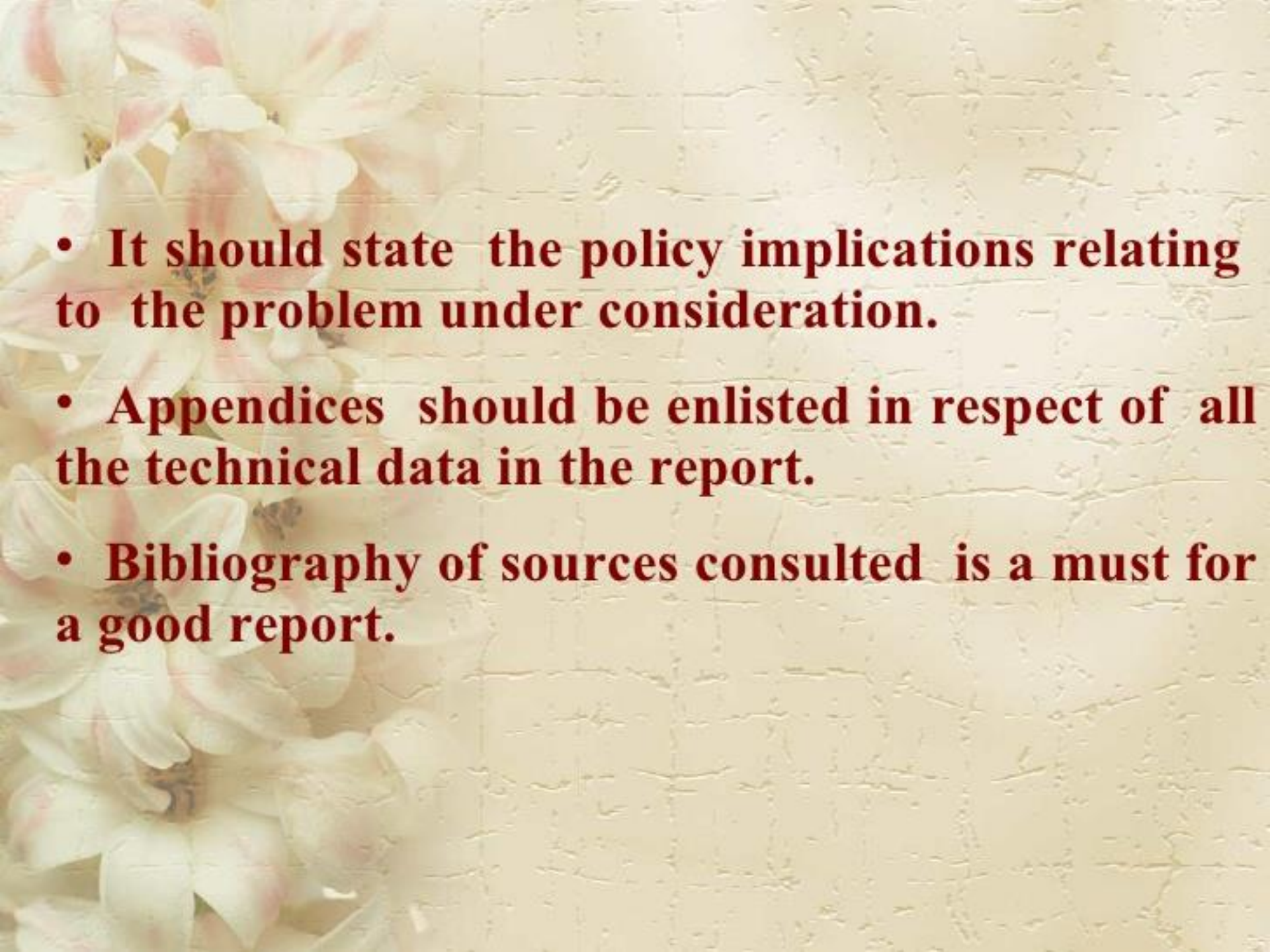
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- **Use visual aids.**
  - **Report should show originality.**
  - **It must provide a ready availability of the findings.**
  - **The layout must be appropriate and accordance with the objective.**

Cont...

- **Report should be free from grammatical mistakes.**
- **Report must present the logical analysis of the subject matter.**
- **It must be an attempt to solve some intellectual problems.**
- **Index must be prepared & appended at the end.**
- **Report must be attractive in appearance, neat & clear whether typed or printed.**

**Cont..**



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- **It should state the policy implications relating to the problem under consideration.**
  - **Appendices should be enlisted in respect of all the technical data in the report.**
  - **Bibliography of sources consulted is a must for a good report.**



## STEPS

- Logical analysis of the subject-matter**
- Preparation of the final outline**
- Preparation of rough draft**
- Rewriting and polishing**
- Preparation of final bibliography**
- Writing the final draft**

# **FORMAT FOR WRITING REPORT**

## **1. Preliminary Page**

- **Title page**
- **Approval sheet**
- **Acknowledgement**
- **Preface or forward**
- **Table of content**
- **List of tables**
- **List of figures**

Cont...



## **2.Main Body of the Report**

### ***I. Introduction Section***

- Problem statement**
- Assumptions**
- Operational definitions**
- Variables**
- Abstract**
- Review of related literature**

Cont...



## **II. Methodological Section**

- **Research design**
- **Research approach**
- **Research setting**
- **Population**
- **Data collection tool**
- **Data analysis**

## **III. Result Section**

**Study findings can be represented in graphical or non graphical form**

Cont...



# IV. Ethical Section

✂ **Summary**

✂ **Discussion**

✂ **Conclusion**

Cont...

## **V. Implication section**

- **Utilized in the field of nursing administration, education & clinical practice.**
- **Limitations & Recommendations**
- **Bibliography or reference.**
- **Appendix .**



**THANK YOU**