

SOS POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

MBA HRD 203

SUBJECT NAME: RESEARCH METHODOLOGY

UNIT IV

TOPIC NAME: SIGNIFICANCE & STEPS OF REPORT WRITING

SIGNIFICANCE & STEPS
OF REPORT WRITING

What is Research Report ?

□ **Definition:**

Reports are designed to convey and record information that will be of practical use to the reader.

It is organized into discrete units of specific and highly visible information.

- According to Lancaster “ a report is a statement of collected and considered facts, so drawn up as to give clear and concise information to persons who are not already in possession of the full facts of the subject matter of the report”

Significance of Report Writing

- Provide details
- Source of concise and organized data
- Logical presentation
- Bibliographical evidence

STEPS IN REPORT WRITING

1. Logical analysis of the subject matter:

- primarily concerned with the development of a subject.
- There are two ways in which to develop a subject:
 - (a) **Logically** mental connections and associations between the one thing and another by means of analysis
 - (b) **Chronologically**, it is based on a connection or sequence in time or occurrence. The directions for doing or making something usually follow the chronological order

2. Preparation of the final outline:

- outlines are the framework upon which long written works are constructed.
- They aid to the logical organization of the material and a reminder of the points to be stressed in the report."
- It involves the planning needed to prepare a clear report that is logically organized, and easy to read.
- lack of proper outline or clear understanding makes the report ambiguous and difficult to read.

3.Preparation of the Rough draft:

- This follows the logical analysis of the end the preparation of the final outline.
- the researcher now sits to write down what he has done in the context of his research study. **This includes**
 - a. the procedure adopted by him in collecting the material for his study
 - b. various limitations faced by him
 - c. the technique of analysis adopted by him,
 - d. the broad findings and generalization
 - e. the various suggestions he wants to offer regarding the problem concerned.

4. Rewriting and polishing of the rough draft

- This is a very crucial stage
- 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 first review is of the material in the report.**

- Are the conclusions valid?
- Is sufficient information given to support the conclusions?
- Is enough background information given to explain the results?
- Have all irrelevant ideas been deleted?
- Are the illustrations pertinent and necessary?

- **The second review is of the mechanics and organization.**

- Are the subject and purpose clearly stated?
- Does the report flow smoothly from topic to topic? Are the relations between topics clear?
- Is each illustration clear and properly labeled?
- Are all required parts of the report included?

- **The third review is of spelling and grammar particularly punctuation and sentence structure.**
- Is each sentence written effectively?
- Are the sentences varied in length and complexity to avoid monotony?
- Are the words specific rather than vague?
- Have all unnecessary words been deleted?

5. 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 magazines and newspaper articles.

- 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.*
- For magazines and newspapers the order may be as under:
 - Name of the author, last name first.
 - Title of article, in quotation marks.
 - Name of periodical, underlined to indicate italics.

- The volume or volume and numbers.
- The date of the issue.

- **Example:**

- Robert V. Rossa, "coping with short-term International Money Flows", The Banker, London, September, 1971.

- 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 draft, the researcher must avoid abstract terminology and technical jargon.
- Illustration and examples based on common experiences must be incorporated in the final draft as they happen to be most

(6)Writing the final draft:

- 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
- a report should be 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.
- must contribute to the solution of a problem and must add to the knowledge of both the researcher and the reader.

Thank You