

Preparation of the report on conclusion reached:

The usual steps involved in writing report are:

1. Logical analysis of the subject-matter;
2. Preparation of the final outline;
3. Preparation of the rough draft;
4. Rewriting and polishing;
5. Preparation of the final bibliography;
6. & Writing the final draft.



Logical analysis of the subject-matter:

- The **logical** development is made on the basis of mental connections and associations between the one thing and another by means of analysis
- **Chronological** development is based on a connection or sequence in time or occurrence.

Preparation of the final outline:

- "Outlines are the framework upon which long written works are constructed.

Preparation of the rough draft:

- The researcher now sits to write down what he has done in the context of his research study.
- He will write down the procedure adopted by him in collecting the material for his study along with various limitations faced by him,

Rewriting and polishing:

- Usually this step requires more time than the writing of the rough draft.
- While rewriting and polishing, one should check the report for weaknesses in logical development or presentation



Preparation of the final bibliography:

- The bibliography is appended to the research report, is a list of books.
- It should contain all those works which the researcher has consulted.
- It should be arranged alphabetically.
- Divided into two parts:
 - The first part may contain the names of books and pamphlets, and
 - The second part may contain the names of magazine and newspaper articles.

Writing the final draft:

- 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 final draft, the researcher must avoid abstract terminology and technical jargon.

Finally, the researcher has to prepare the report of what has been done by him. Writing of report must be done with great care keeping in report should carry title and date followed by acknowledgement view the following:

The layout of the report should be as follows:

- The preliminary pages;
- The main text,
- The end matter.

The preliminary pages:

- In its preliminary pages the report should carry a title and date, followed by acknowledgements in the form of ‘Preface’ or ‘Foreword’.
- Then there should be a table of contents followed by list of tables and illustrations so that the decision-maker or anybody interested in reading the report can easily locate the required information in the report.



The main text:

- The main text provides the complete outline of the research report along with all details.
- Title of the research study is repeated at the top of the first page of the main text and then follows the other details on pages numbered consecutively, beginning with the second page.
- Each main section of the report should begin on a new page.
- The main text of the report should have the following parts:
 - **Introduction:** It should contain a clear statement of the objective of the research and an explanation of the methodology adopted in accomplishing the research. The scope of the study along with various limitations should as well be stated in this part.
 - **Summary of findings:** After introduction there would appear a statement of findings and recommendations in non-technical language. If the findings are extensive, they should be summarized.
 - **Main report:** The main body of the report should be presented in logical sequence and broken-down into readily identifiable sections.
 - **Conclusion:** Towards the end of the main text, researcher should again put down the results of his research clearly and precisely. In fact, it is the final summing up.

The end matter:

- At the end of the report, **appendices** should be enlisted in respect of all technical data such as questionnaires, sample information, mathematical derivations and the like ones.
- **Bibliography** of sources, i.e., list of books, journals, reports, etc., should also be given.
- **Index** (an alphabetical listing of names, places and topics along with the numbers of the pages in a book or report on which they are mentioned or discussed) should be given at the end of the report.

Report should be written in a concise and objective style in simple language avoiding vague expressions such as 'it seems,' 'there may be', and the like.

Charts and illustrations in the main report should be used only if they present the information more clearly and forcibly.

Calculated 'confidence limits' must be mentioned and the various constraints experienced in conducting research operations may as well be stated.



Ethical Issues, Suggestions and Recommendation

Many people are willing to disclose a lot of personal information during our research so we need to make sure that **we treat both the participants and the information they provide with honesty and respect**. This is called **research ethics**.

Overt research researchers should be open and honest about who they are and what they're doing. People can then make an informed choice about whether they take part in a project. It is their choice to refuse – nobody should be forced or bullied. If so then they will not be willing to participate and may cause problems for you by offering false or useless information

1. Treating Participants with Respect

- We must remember that research process intrudes in lives of people/participants.
- Due to their age, social status or position of powerlessness they may be vulnerable.
- If the participants are young, then we need to make sure a parent or guardian is present.
- If participants are ill or reaching old age we might need to use a proxy and care should be taken to make sure that we do not affect the relationship between the proxy and the participant.
- Some people may desire for monetary benefits for participation but some may not if favor of that. So, researcher should not give rise to false hopes.

2. Overt and Covert Research

- Overt research means that it is open, out in the public and that everyone knows who you are and what you are doing.
- Covert research means that you are doing it under cover, that no one knows you are a researcher or what you are doing.
- Covert research is often muddled/misinterpreted with deception, and condemned as intrinsically unethical.



Code of ethics

1. Anonymity
2. Confidentiality
3. Your right to comment
4. The final report
5. Data Protection

- **Anonymity:** I guarantee that I will not use any names and addresses in the final report, or store or categories information using names and addresses.
- **Confidentiality:** I guarantee that I will not disclose directly any information provided in this group to third parties, unless permission has been granted to do so.
- **Your right to comment:** If at any stage you wish to comment on the emerging results or final report you may do so. I agree to listen to your comments and make relevant alterations, if appropriate.
- **The final report:** This research is funded by. A copy of the final report will be sent to this organization, to the University library and to anyone who has taken part in the research who has requested a copy.
- **Data Protection:** The Data Protection Act 1998 came into force on 1 March 2000. It sets rules for processing personal information and applies to paper records as well as those held on computers. It covers issues such as acting fairly and lawfully; not keeping the information longer than necessary; making sure that the data is accurate and kept secure.

