

Writing a research report

A research report can be based on practical work, research by reading or a study of an organisation or industrial/workplace situation.

1. Preparing

Identify the purpose/the aims of the research/research question.

Identify the audience – lecturer/supervisor/company/organization management/staff. The amount of background included will vary depending on the knowledge of the “audience”.

2. Collecting and organising information

There are two main sources of information depending on the research task:

1. Reading – theory and other research
2. Research – experiments, data collection - questionnaires, surveys, observation, interviews.

Organise and collate the information in a logical order. Make sure you record the bibliographic information of your reading as you go along.

See Quick Tips on mind mapping techniques.

3. Planning

Before writing the report, prepare a detailed plan in outline form.

Consider the following:

Logical organisation

Information in a report must be organized logically. Communicate the main ideas followed by supporting details and examples. Start with the more important or significant information and move on to the least important information.

Headings

Use headings and suitable sub headings to clearly show the different sections. In longer reports the sections should be numbered.

4. Writing the report

1. Draft the report from your detailed plan.
2. Do not worry too much about the final form and language, but rather on presenting the ideas coherently and logically.
3. Redraft and edit. Check that sections contain the required information and use suitable headings, check ideas flow in a logical order and remove any unnecessary information.
4. Write in an academic style and tone.
 - Use a formal objective style.
 - Generally avoid personal pronouns; however, some reports based on your own field

How To Write Report Examples

Harrison Gray Platt

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How to Write Psychology Research Reports & Essays Bruce Findlay, 2014-09-01 How to Write Psychology Research Reports and Essays 7e is endorsed by the Australian Psychological Society and is a useful reference to the strict guidelines required by the APS and the APA American Psychological Association styles A student who grasps these concepts and learns the conventions will have a sound basis for presenting research in a professional manner and writing well argued essays so that the later step of writing for publication should be an easier one to take *How to Write Technical Reports* Heike Hering, 2018-12-29 The 2nd edition was fundamentally changed and adopted to be displayed not only in book form but also on all kinds of electronic devices The following sections have been reduced or skipped Tables Scheme and diagram Perspective drawing Technical drawing and bill of materials Pictorial re arrangement of text Copyright and copyright laws Details about text accentuation Automatic creation of indexes tables lists labels and cross references Creating slides with presentation graphics programs *How to Write Technical Reports* Lutz Hering, Heike Hering, 2010-10-14 Technical Reports are usually written according to general standards corporate sign standards of the current university or company logical rules and practical periences These rules are not known well enough among engineers There are many books that give general advice in writing This book is specialised in how to write Technical Reports and addresses not only engineers but also natural sci th tists computer scientists etc It is based on the 6 edition published in 2008 by st Vieweg in German and is now published as 1 edition by Springer in English Both authors of the German edition have long experience in educating en neers at the University of Applied Sciences Hannover They have held many l tures where students had to write reports and took notes about all positive and negative examples that occurred in design reports lab work reports and in theses Prof Dr Lutz Hering has worked for VOLKSWAGEN and DAIMLER and then changed to the University of Applied Sciences Hannover where he worked from 1974 until 2000 He held lectures on Technical Drawing Construction and Design CAD and Materials Science Dr Heike Hering worked nine years as a Technical Writer and was responsible for many CAD manuals in German and English She is now employed at T V NORD Akademie where she is responsible for E Learning projects technical documentation and software training and supervises students who are writing their theses Prof Dr Ing **How to Write a Financial Report** Tage C. Tracy, 2024-10-10 Complete guide to understanding and writing financial reports with clear communication Accompanying the hugely successful How to Read a Financial Report How to Write a Financial Report is your non specialist and jargon simplified guide to the art of writing a financial report and effectively communicating critical financial information and operating results to your target audience This book also covers utilizing different KPIs and types of reports and statements to convey a cohesive quantitative story to everyone reading your report even if they aren t experts in accounting and finance This book pays special attention to the big three financial statements the differences between internal and external financial information reports and confidentiality factors disclosure levels and risk elements when

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How to Write Effective Law Enforcement Reports

Russell L. Bintliff,1991

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Walter James Miller,Elizabeth Morse-Cluley,1984 A guide to reading and writing critically to produce a book report

How to Write a Report Your Boss Will Read and Remember

Raymond Vincent Lesikar,1974

Reports

from Commissioners Great Britain. Parliament. House of Commons,1877

How to Write Letters and Reports

Harrison Gray Platt,1943 *Writing a Report* Sally Speer Leber,1997 Report New Hampshire State Board of Education,1885 **Compilation from the Annual Reports of the Superintendent of Public Instruction of the State of Michigan, for the Years 1845 and '46, with Important Additions, Embracing the Report for the Year 1847** Michigan. Department of Public Instruction,1892 Educating for Responsibility Philadelphia. South Philadelphia High School for Girls,1926 Report Oregon. Office of Superintendent of Public Instruction,1893 **Annual Report of the Secretary of the State Board of Agriculture of the State of Michigan, for the Year ...** Michigan. State Board of Agriculture,1878

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