



ONLINE LEARNING



Writing Research Report

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Course outcomes

By the end of this topic, you should be able to know :

Steps of writing report

Process of proper writing report

Why we write research report?

If research was not “written up,” did it really happen?

Researcher in social science conduct research to discover facts, truths, and explanations about the social world.

Researchers write research reports to deliver theirs and others’ research contribution.

The important point is to offer useful information to others

Before Writing a Report

After analyzed and understood the results, one should ask oneself:

- 1. Can I describe my results to someone in 2 to 3 sentences?**
- 2. How do my results add to the literature?**
- 3. What should be its proper format for writing Research Reports?**

General Writing Rules

Provide an accurate description of the study for the reader

Write clearly, simply, and Avoid abbreviations

Exceptions include commonly used terms like IQ or GPA

Acronyms must be identified in parentheses after the first use of the reference

- American Psychological Association (APA)
- American Educational Research Association (AERA)

Components of a Report

Three Major Sections

1. Preliminary pages

Component include abstract, acknowledgements, table content and Title page

2. Main body of the report

Information about the topic introduction, literature review, Research Objectives, hypotheses, participants, instruments, procedures, results, discussion, and references

3. Appendices

Data and information pertinent to the study

Preliminary pages of Report Writing

Table of Contents includes

- An outline of the report which indicates the page of each section and sub sections
- Every thesis must have a table of contents.

Continue Preliminary pages

Abstract is a concise and accurate summary of the thesis/ dissertation

should state the problem, the methods of investigation, and the general conclusions

must not contain tables, graphs or illustrations

must not exceed 350 words

should contain keywords that will facilitate

Components of the Preliminary Pages

Title – indicates the major focus of the study



It is the shortest summary of your research, The title must be short, clear, focused and accurate.



Length: usually around 10 – 15 words



extremely useful to draw attention of the readers.



It is make the readers interested in your work.

Continued components of the Preliminary Pages of Report Writing

Acknowledgements

This section includes following things:

- acknowledge assistance of members of staff, fellow students, data technicians, editors, and others
- expresses appreciation the supervision or advice given by your supervisor or committee members and institute in which you are taking assistance

Main Body of the Report

Introduction:

- The introduction tells to reader what the topic of the paper is in general terms, why the topic is important, and what to expect in the paper.

Introduction includes statement of the problem:

- indicates the variables examined and what is the need of study

Significance of the study:

- explains why the study is important

Cont.. Introduction

Introductions should be linked from general ideas to the specific topic of the theses or dissertation

Brief background of the topic-area

Existing work, which would lead to the importance / originality of your work

This section is crucial as it indicates the reason why the study is undertaken. (try for catchy opening sentence)

Cont.. Main Body of the Report

Review of the literature –The review of related literature involves systematic identification, location, and analysis of documents containing information related to the research problem.

It May include documents such as journal articles, internet (electronic journals), newspapers, magazines, theses and dissertations, conference proceedings, reports, and documentaries etc

indicates what is known about the problem

Cont.. Main Body of the Report

Research objectives

The objective of the study should be clearly stated

The objective should be specific, achievable and measurable

Too many objectives should be avoided

Even few clearly stated relevant objective for a study should be good enough

Continued Main Body of the Report

Hypotheses

Research Hypotheses is a tentative answer to a question

It is important that hypotheses should be formulated before data gathered.

It should be state clearly and in simplest possible terms.

Continued Main Body of the Report

Method

- Participants
 - Quantitative - describes how the subjects were selected, the population they represent, the sample size, and major characteristics of the subjects
 - Qualitative – includes information about the site and the participants
- Instruments –
 - describes all data collection procedures and protocols (i.e., validity, reliability, and scoring)

Continued Main Body of the Report

Method (continued)

Design – describes the rationale for the selection of a specific design, a description of the threats to validity, and steps taken to minimize these threats

Procedures – describes chronologically the steps followed in conducting the study in sufficient detail to allow for replication

Continued Main Body of the Report

Results –describes the results after getting from data analysis

Report results story briefly (“we found that...)

Follow the university/institute guideline of writing report consistently, some use $p < .05$; some use $P < .05$.

Continued Main Body of the Report

Discussion – Summarize the key results and discuss findings in the light of logical flow or earlier studies.

Interprets the results, draws conclusions, states implications, and makes recommendations.

Continued Main Body of the Report

References – alphabetically lists all the relevant information for the sources used in the report by authors' last names

- APA format for references
- Different formats for different types of sources
 - Journal articles
 - Books
 - Papers
 - Personal communication
 - Electronic sources

Appendices

Appendices – includes information and data pertinent to the study

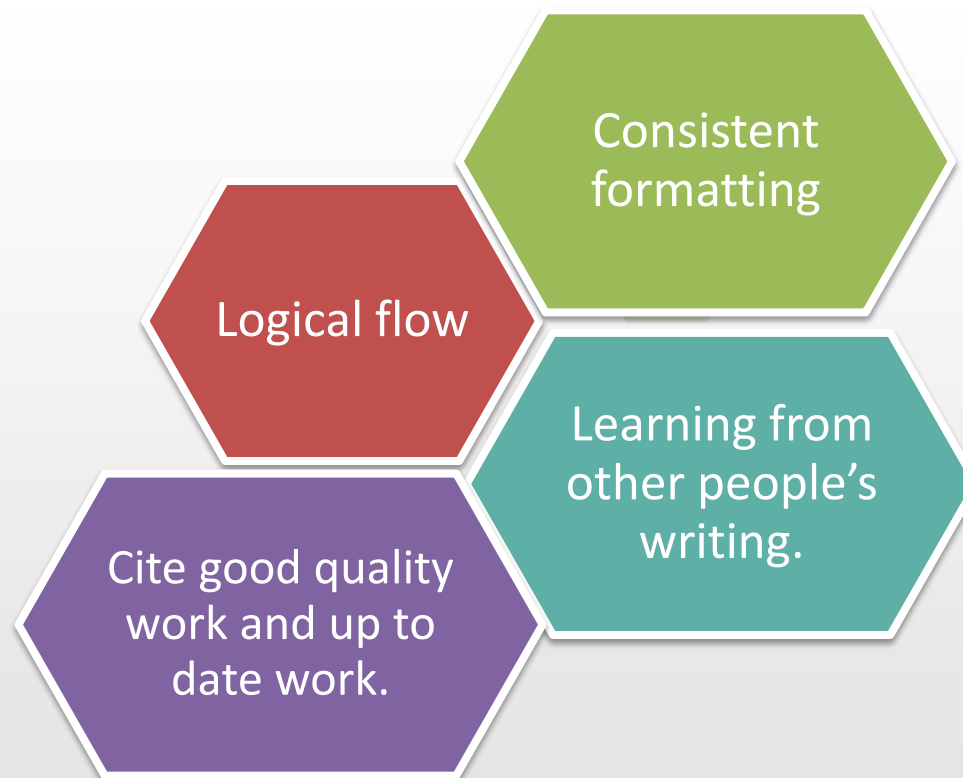
- Raw data
- Tests
- Questionnaires
- Cover letters

Shortcomings & Suggestions

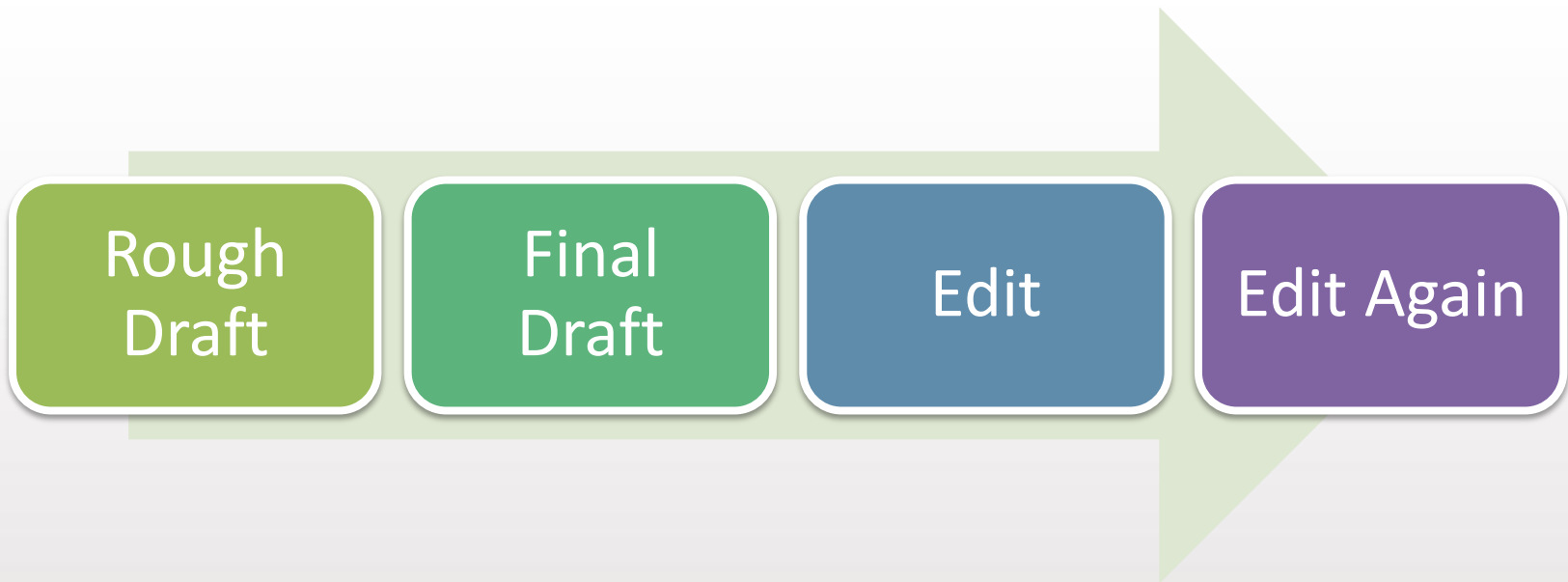
You should discuss the shortcomings of your study

Discuss things future researchers should investigate about your topic

Need to Remember while writing report



The Writing Improvement



Avoid Plagiarism

Finally...Avoiding Plagiarism

What is it?

plagiarism refers taking others' work and showing it as if it were your own.

In academics this is not allowed because with plagiarism: One cannot assess students' development accurately

Continue avoid plagiarism

Avoiding plagiarism is easy


Idea, theory and argument mostly come from source, it can be journal article, book, lecture, communication/discussion from friends etc.

Acknowledge the source of published work

Activities

Activity 1: Write 3 headline in sequence for writing research report

- Possible Answer: title, abstract, introduction

A large, light green downward-pointing arrow connects the first activity box to the second activity box.

Activity 2: write 2 important points need to include in abstract

- Possible Answer: objective and findings



Good Luck!!

Thank you for Your Attention!