

WRITING A RESEARCH REPORT

A research report is a publication that reports on the findings of a research project or alternatively scientific observations on or about a subject. Normally the research assignments like projects, investigations, explorations, theses, dissertations fall in this category. A research report is a well-crafted document that outlines the processes, data, and findings of a systematic investigation. It is an important document that serves as a first-hand account of the research process, and it is typically considered as an objective and accurate source of information.

FEATURES OF A RESEARCH REPORT

A good research report is marked by certain features:

1. A good research report should be written lucidly, precisely in simple language and should provide a detailed presentation of the whole of research processes. It should present the data in tables and figures with suitable objective explanations. The end part should include the concluding remarks, the prime findings and recommendations, if any.
2. The language and style should be academic, formal, less flaunting and simple. .
3. The report is normally based on the first hand information collected by the researcher. However, the reports written on the basis of secondary data are also presented in a systematic and lucid manners.
4. A research report should normally be written in the third person and avoid use of pronouns like, 'I', 'Me', 'My' etc.
5. The report should facilitate the reader with systematic presentation like proper headings, title, sub-titles, tables, graphs, parts and even bullet points where required.
6. The reports normally forward recommendations too as the solutions to the problems and policy making by the concerned authorities, corporate organizations, institutions and governments.

TYPES OF RESEARCH REPORT

The research report is classified based on 2 things; nature of research and target audience.

Nature of Research

Qualitative Research Report

This is the type of report is written for qualitative research. It outlines the methods, processes, and findings of a qualitative method of systematic investigation. In educational research, a qualitative research report provides an opportunity for one to apply his or her knowledge and develop skills in planning and executing qualitative research projects.

A qualitative research report is usually descriptive in nature. Hence, in addition to presenting details of the research process, you must also create a descriptive narrative of the information (Formplus 2020).

Quantitative Research Report

A quantitative research report is a type of research report that is written for quantitative research. Quantitative research is a type of systematic investigation that pays attention to numerical or statistical values in a bid to find answers to research questions.

In this type of research report, the researcher presents quantitative data to support the research process and findings. Unlike a qualitative research report that is mainly descriptive, a quantitative research report works with numbers; that is, it is numerical in nature (Formplus 2020).

Write A Research Report

G Psacharopoulos



Write A Research Report:

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