

place and the available literature has been surveyed and examined rephrasing the problem into analytical or operational terms is not a difficult task. Through rephrasing the researcher puts the research problem in as specific terms as possible so that it may become operationable and may help in the development of working hypothesis.

While defining a Research Problem the following points also may be noted.

- a) Technical terms should be clearly defined
- b) Basic Assumptions should be clearly defined
- c) A straight forward approach should be provided
- d) The suitability of time period and the source of data must be considered.
- e) The scope of investigation and the limit of investigation should also be defined.

MODULE VI  
RESEARCH REPORT

MEANING

A report is a detailed description of what has been done and how that been done with respect to a particular area or topic. A research report is a presentation of research findings in the form of report. It is a necessary part of the research process. It is the oral or written presentation of evidence. Research report writing is the culmination of the research investigation. Reporting is the end product of a research activity. (Indeed its practical application will follow"

Need/purpose of research report

1. It helps to communicate to the interested person the methodology and the results of the study.
2. It serves as a means for presenting the problem studied, methods and techniques used for collecting and analysing data, findings, conclusions and recommendations in an organised manner. Thus, it helps to evaluate the researcher's ability and competence to research.
3. It serves as a basic reference material for future use in developing research proposals in the same or relevant area.
4. It serves as a means for judging the quality of the completed research project.
5. It provides actual base for formulating policies and strategies relating to the subject matter studied.
6. It provides systematic knowledge of problems and issues analysed.

Types of Reports

Research reports may be classified into two types- a) oral and b) written reports

A. Oral Report

In this, the researcher uses spoken words for communicating his study for eg: in seminars, conferences etc. It helps to have two-way communication between the researcher and the audience. However, no permanent record concerning the research details is available.

B. Written Report

In this, the researcher uses written words for presenting his study. Written reports are of six types

1. Technical Report/Thesis

This is a comprehensive full report of the research process. It is primarily meant for the academic community i.e., the scientists and other researchers. It is a formal long report covering all the aspects of the research process. The problem studied, the objectives of the study, methods and techniques used, a detailed account of sampling field and other research procedures, analysis, detailed findings and conclusions and suggestions. There is also a technical appendix for method-

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