

2. Prepare a layout of the structure of the report. Arrange the data, document, bibliography etc., in conformity with the structure of the report.
3. Prepare the outline for the report. The outline should be based on all main points and sub points.
4. Prepare a rough report of what one has done in his studies. He has to write down the procedure adopted by him in collecting the material, the techniques or analysis adopted by him, the broad findings and generalisations and suggestions. This forms a rough report.
5. Keep the rough report for few days for careful reading and then revising it on the basis of thinking and discussing with others. Expert guidance and experienced person's help can be sought for the purpose and revise accordingly.'
6. Rewrite the report on the basis of the revision made and corrections effected on the first report. Eliminate irrelevant aspects.
7. Prepare final bibliography. The bibliography is a list of books referred or consulted pertinent to the research
8. Write the final draft of the report 11 should be written in a concise and objective style and in simple language

Planning report writing

After the data analysis is over, planning stage begins. At this stage, the researcher determines various basic questions, viz., who says, what, to whom, in which way and with what effect, of the report.

1. The target audience.

The form and style of reporting and other aspects depend upon the type of the reader for whom the report is intended. The target audience may be (a) academic /scientific community b) the sponsors of research or c) the general public. In each situation the form and content of the report would be different. For instance where the target audience is academic community, a technical type report will best serve the purpose. However where general public constitute the intended audience, 'popular' report has to be resorted to.

2. The communication characteristics of the audience.

The level of knowledge and understanding of the selected audience should be considered. The kind of language (scientific or journalistic), their interests etc., determine the scope, form and style of reporting.

3. The intended purpose

It may be for evaluation by experts for the award of a degree or diploma, for references by researchers and fellow scientists or for implementation by a user/ organisation. It also determines the type of the report and its contents and form of presentation.

4. The type of report

The type may be technical, popular or summary; it is based on the intended use.

5. The scope of the report

The scope of the contents of the report is based on the type of report and its intended purpose. For example, a research thesis or dissertation to be submitted for award of a degree or diploma should narrate the total research process and experience, the state of the problem, a review of review studies, objectives of the study, methodology, findings, conclusion and recommendations.

6. The style of reporting

It may be simple and clear or elegant and pompous; it is decided with reference to the target audience.

7. The format of the report should be designed as explained below. Outline/ table of contents should be prepared for each of the proposed chapters of the report. A outline lends cohesiveness and direction to report writing work.

Research Report Format (layout/ Structure /contents of a report)

A Research report contain three sections viz.,

I. Preliminaries

II. The Text

III. Reference Materials

I. The preliminaries

The preliminaries include the following.

1. The title page

Title page of a research report carries the title of a thesis, name of the candidate, name and designation of the supervisor, degree for which thesis is presented, name of facility and university, month and year the thesis is presented

2. Preface

Preface includes writer's purpose of the study, a brief resume of the background, scope and general nature of the research and acknowledgements., Acknowledgement recognize persons to whom the researcher is indebted for providing guidance and assistance during the study

3. Table of contents

Table of contents includes major divisions of thesis viz., introduction, chapters with subsections, bibliography, and appendix. It provides analytical over-view of the material included in study Respective page numbers are also given.