

4. List of tables

List of tables gives numbers to different tables.

5. List of figures

List of figures gives numbers a different figures.

6. The text

It is the important part of a thesis. Researcher presents his argument here. It may of five components

1. Introduction:

It provides the reader with background information to grasping the study. It helps to identify the central issues addressed by the study, summarise previous research and provide specific reason for the particular study conducted. It introduces the reader to the study. It also contains definition of major concepts employed, reference made to their books etc

2. Research procedure

It explains the methodology by which the study carried out, basic design experimental manipulations, methods of data collection, questions asked, experience of interview etc. It also explains samples used who were subjects, number of subjects, how they were selected, generalisation from particular aspect etc

3. Conclusion

It contains z ascription of the data like means, standard deviation and statistical analysis done. It guides the redder through findings gives clear and complete information.

4. Summary

It should be concluded with brief summary, recalling the problem, procedure, major finding and major conclusions

5. References

References in the text part gives references to someone else's published work. It attempts to relate our study to the existing literature. It should give the name of author, year of publication, edition, page number etc

III Reference Materials

Reference materials include two components

1. Bibliography

The bibliography lists in alphabetical order all published and unpublished references Used by the writer in preparing the report All books articles and reports and other documents may be

presented in one common list in the alphabetical order of their authors. Alternatively, the bibliography may be classified into books, articles, reports and other documents and in each section relevant reference may be arranged in alphabetical order.

2. Appendices

The following documents are included in appendices

- a) Copies of data collection, instruments like interview schedules or questionnaires
- b) Technical details of sampling plan
- c) Complex and long primary tables
- d) Supporting documents and any other evidence that may be important as backup details for the report

Principles of writing

The writing of a research report is governed by certain principles / standard practices These are described below

1. Organisation of the report

The research report requires clear organization. Each chapter may be divided into two or more sections with appropriate headings and in each section margin headings and paragraph headings may be used to indicate subject shifts. A page should not be fully filled-in from top to bottom. Wider margins should be provided on both sides and on top and bottom as well.

2. Style

A research report is a formal presentation of an objective unbiased investigation, and hence, should be written at a formal level of Standard English. It does not require elegant word usage and allusion. It just need a plain discourse with accuracy, clarity, coherence, conciseness and readability.

- a) Accuracy: The report should be factual with objective presentation Exaggeration and superlatives should be avoided.
- b) Clarity: The presentation should be made by using familiar terms, common words and unambiguous statements
- c) Coherence. Each sentence must be so linked with other sentences that the writer's thoughts move smoothly and naturally from one statement to the next.
- d) Conciseness: The statements must be succinct and precise
- e) Readability: It should be easily understandable. Technicalities should be translated into language understandable by the reader interested in the results of the study. The readability can be achieved by using active verbs, correct and exact names, references, facts and figures, simple words and sentences.