3. Unclear writings

To avoid unclear writings, the following aspects should be considered:

1. Avoid the jargon, pretentious and pompous style
2. Avoid offensive words eg. adding the suffix "wise to a noun, or adding 'size" to nouns/adjectives to make verbs.
3. Omit needless words that cause verbosity For eg., of instead of' a large number of say 'many' and the like.
4. Avoid superfluous phrases. For eg' authorities agree that.
5. Avoid abstract words and use the concrete words.
6. Avoid words that exaggerate such as stupendous, immeasurable, gigantic, awfully, dreadfully.
7. Avoid tautology, or repetition eg: ln the phrases, like ‘joint partnership’, return back’, the word joint back are redundant and should be omitted.

4. Grammar, Spelling

Presentation should be free from spelling and grammatical errors. Each word must be spelled correctly. The rules of punctuation should be carefully observed. Standard practices for capitalising words in English should be followed when working m English or when quoting English titles. Principal words of titles and parts of specific works are capitalised. Do not use masculine nouns and pronouns when content refers to both genders.

5. Words and Numerals

There are certain conventions that determine how and when to use numbers such as:

Use percent symbol (%) only in tables and figures

Use numerals to express page, street, telephone number dates and quantities combined with abbreviations and symbols

Express reference to table and exhibit figure numbers numerically

6. Documentation

Every quotation used either direct or indirect should be acknowledged through a footnote.

7. Ellipses

Omissions in quoted matter are permitted if the original meaning is not altered. Such omission are to be indicated by the sign of ellipses.

8. Abbreviations

Do not abbreviate words in the text. Spell out them in full. This rule does not apply to materials included in the footnotes, appendices, and bibliographies, tables and figures where abbreviations are rather desirable.

Documentation: Footnotes and Bibliography

Documentation

The researcher should give credit for borrowed words, ideas, symbols or other forms of expression. Their sources should be stated in the text or footnotes.

There are two alternative modes for documenting sources of ideas and information.

1. Footnote's

2. References' - cited format

1. Footnotes:

Footnotes are of two kinds. Content and reference. Content notes contains explanatory materials. Reference notes serve as documentation of sources or as means for cross-references.

Purposes of Footnotes

1. To acknowledge indebtedness - To another writer whose passage is paraphrased or whose quotation is used.
2. To amplify/clarify the ideas or information presented in the text.
3. To establish the validity of evidence.
4. To refer the reader to further sources of information on the subject under discussion.
5. To give the original version of material that has been translated in the text.
6. To provide cross-reference to various parts of the thesis

Bibliography

The bibliography to a list of references relating to a topic or subject. It is located at the main body of the report. It contains all the information found in a first footnote relating to a work. It lists in alphabetical order references uses by the writer. The references in the bibliography are arranged alphabetically sometimes by topics, sometimes by geographical location or by some other plan.

Writing the Report

The researcher report needs several revisions and rewriting before reaching the final form. The researcher should arrange the following the detailed outlines for chapters, note cards