

arranged in the order of chapters, source cards arranged in an alphabetical order, statistical tables, charts and results of analysis, each in separate sheets of paper and a good pen.

First Draft

In the first draft, the researcher should concentrate on substance ie., fullness of facts, as per the planned outline. The entire first draft work should be completed without any stop for editing.

Divisions

The first draft should be read carefully again and again and edited thoroughly and revised. Any writing improves upon revision. In revising the first draft, the attention should be given to form, language, readability, clarity and lucidity. With an open and critical mind, the researcher must correct, carve, cut, add and polish.

Final Stage

The final stage of the work consists of

A. Adding the following demerits to the report

- | | | |
|-------------------------------|-----------------------------|-----------------------|
| (1) Title page | (2) acknowledgement/preface | (3) Table of contents |
| (4) List of tables and charts | (5) Bibliography | (6) Appendices |

B. The final editing of the revised and completed report. In the final editing attention should be focused on the relationship between the original research questions and the report once more.

Typing the Report

The final manuscript of the report should be given for typing to a professional typist with experience in typing research report. The writer is expected to submit an accurate and acceptable draft to the typist. The final should be correct in all grammatical conventions, capitalisation, punctuation, spelling, compound words, hyphenation and paragraphing. The writer should give clear instructions on requirements of margins, word division, indents, documentation placement, spacing headings, tables, charts and quotations.

Briefing

Briefing involves an oral presentation of the lengthy complex report in a condensed summarised form. The presentation may take 15 to 30 minutes followed by questions and discussion.

The scope of briefing varies according to its situation and purpose. In the case of a briefing before the executives of the sponsor organisation, the focus of presentation will be on the conclusions based on the findings and the recommendations. In an academic presentation, the focus will be on the entire research process in general and the methodology in particular and on the contribution of the study to the wealth of knowledge. The academic people are keenly interested in

knowing the problem formulation and conceptualization, sampling, methods of and tools for data collection, their validity and reliability and the plan of analysis and the reliability of the findings.

Evaluation of a Research Report

A research report may be evaluated or reviewed

When

- a) A doctoral research thesis or dissertation submitted to a University for award of Ph.D Degree evaluated by a Board of Examiners consisting of academic experts.
- b) A critical analysis of research report, by research students, selected from the published/unpublished report in the university library or research abstracts published in journals
- c) Research promotion bodies like ICSSR may evaluate the reports

Evaluation may be done about the following

- a) The appropriateness of the title
- b) Importance of the problem
- c) Problem formulation
- d) Review of related interacting and earlier studies
- e) Soundness of methodology
- f) Data analysis
- g) Contribution or the study conclusions and recommendations
- h) Presentation