

## **RESEARCH METHODOLOGY**

### Lecture-41

#### **TYPES OF REPORTS**

##### **(A) Technical Report**

In the technical report the main emphasis is on (i) the methods employed, (it) assumptions made in the course of the study, (iii) the detailed presentation of the findings including their limitations and supporting data.

A general outline of a technical report can be as follows:

1. Summary of results: A brief review of the main findings just in two or three pages.
2. Nature of the study: Description of the general objectives of study, formulation of the problem in operational terms, the working hypothesis, the type of analysis and data required, etc.
3. Methods employed: Specific methods used in the study and their limitations. For instance, in sampling studies we should give details of sample design viz., sample size, sample selection, etc.
4. Data: Discussion of data collected, their sources, characteristics and limitations. If secondary data are used, their suitability to the problem at hand be fully assessed. In case of a survey, the manner in which data were collected should be fully described.
5. Analysis of data and presentation of findings: The analysis of data and presentation of the findings of the study with supporting data in the form of tables and charts be fully narrated. This, in fact, happens to be the main body of the report usually extending over several chapters.
6. Conclusions: A detailed summary of the findings and the policy implications drawn from the results be explained.
7. Bibliography: Bibliography of various sources consulted be prepared and attached.
8. Technical appendices: Appendices be given for all technical matters relating to questionnaire,

mathematical derivations, elaboration on particular technique of analysis and the like ones.

9. Index: Index must be prepared and be given invariably in the report at the end.

### (B) Popular Report

The popular report is one which gives emphasis on simplicity and attractiveness. The simplification should be sought through clear writing, minimization of technical, particularly mathematical, details and liberal use of charts and diagrams. Attractive layout along with large print, many subheadings, even an occasional cartoon now and then is another characteristic feature of the popular report. Besides, in such a report emphasis is given on practical aspects and policy implications. We give below a general outline of a popular report.

1. The findings and their implications: Emphasis in the report is given on the findings of most practical interest and on the implications of these findings.
2. Recommendations for action: Recommendations for action on the basis of the findings of the study is made in this section of the report.
3. Objective of the study: A general review of how the problem arise is presented along with the specific objectives of the project under study.
4. Methods employed: A brief and non-technical description of the methods and techniques used, including a short review of the data on which the study is based, is given in this part of the report.
5. Results: This section constitutes the main body of the report wherein the results of the study are presented in clear and non-technical terms with liberal use of all sorts of illustrations such as charts, diagrams and the like ones.
6. Technical appendices: More detailed information on methods used, forms, etc. is presented in the form of appendices. But the appendices are often not detailed if the report is entirely meant for general public.

### **ORAL PRESENTATION**

At times oral presentation of the results of the study is considered effective,

particularly in cases where policy recommendations are indicated by project results. The merit of this approach lies in the fact that it provides an opportunity for give-and-take decisions which generally lead to a better understanding of the findings and their implications. But the main demerit of this sort of presentation is the lack of any permanent record concerning the research details and it may be just possible that the findings may fade away from people's memory even before an action is taken. In order to overcome this difficulty, a written report may be circulated before the oral presentation and referred frequently during the discussion. Oral presentation is effective when supplemented by various visual devices. Use of slides, wall charts and blackboards is quite helpful in contributing to clarity and in reducing the boredom, if any. Distributing a board outline, with a few important tables and charts concerning the research results, makes the listeners attentive who have a ready outline on which to focus their thinking. This very often happens in academic institutions where the researcher discusses his research findings and policy implications with others either in a seminar or in a group discussion.