

REPORT WRITING

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REPORT WRITING

DEFINITION

Research report is a condensed form or a brief description of the research work done by the researcher. It involves several steps to present the report in the form of thesis or dissertation.

REPORT WRITING

PURPOSE

- **Present in conference.**
- **Publish in journals or articles.**
- **Get grant or financial aid.**
- **Have implications or recommendations in clinical practice, education & administration.**

REPORT WRITING

TYPES & CHARACTERISTICS



- **Conciseness**
- **Clarity**
- **Honesty**
- **Completeness**
- **Accuracy**

REPORT WRITING

GUIDELINES

- **Be objective.**
- **Minimize the use of technical language.**
- **Use present tense & active voice.**
- **Treat the data confidentially.**
- **Revise and rewrite.**

REPORT WRITING

- **Use visual aids.**
- **Report should show originality.**
- **It must provide a ready availability of the findings.**
- **The layout must be appropriate and accordance with the objective.**

Cont...



- **Report should be free from grammatical mistakes.**
- **Report must present the logical analysis of the subject matter.**
- **It must be an attempt to solve some intellectual problems.**
- **Index must be prepared & appended at the end.**
- **Report must be attractive in appearance, neat & clear whether typed or printed.**

Cont..



- **It should state the policy implications relating to the problem under consideration.**
- **Appendices should be enlisted in respect of all the technical data in the report.**
- **Bibliography of sources consulted is a must for a good report.**



STEPS

- Logical analysis of the subject-matter**
- Preparation of the final outline**
- Preparation of rough draft**
- Rewriting and polishing**
- Preparation of final bibliography**
- Writing the final draft**



FORMAT FOR WRITING REPORT

1. Preliminary Page

- **Title page**
- **Approval sheet**
- **Acknowledgement**
- **Preface or forward**
- **Table of content**
- **List of tables**
- **List of figures**

Cont...



2. Main Body of the Report

I. Introduction Section

- Problem statement
- Assumptions
- Operational definitions
- Variables
- Abstract
- Review of related literature

Cont...

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II. Methodological Section

- **Research design**
- **Research approach**
- **Research setting**
- **Population**
- **Data collection tool**
- **Data analysis**

III. Result Section

Study findings can be represented in graphical or non graphical form

Cont...

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IV. Ethical Section

- ✂ **Summary**
- ✂ **Discussion**
- ✂ **Conclusion**

Cont...

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V. Implication section

- **Utilized in the field of nursing administration, education & clinical practice.**
- **Limitations & Recommendations**
- **Bibliography or reference.**
- **Appendix .**

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THANK YOU