



### MODULE 5: REPORT WRITING AND EVALUATIONS

#### Knowledge Analysis:

##### Objective:

- ✓ Explain the importance of documentation and evaluation of research report

<b>Prerequisites:</b>	<b>Essential Questions:</b>
A student has Knowledge of : 1. Concept of research and characteristics of research 2. Types and steps of research	1. How the research is organized and conducted? 2. How the organization of research changes according to different type of research?

#### Instruction (Referencing):

##### Content & Mode of Transaction:

1. Writing and presentation of preliminary, main body and reference section of report 2. Evaluation of research report	<b>Mode of Transaction</b> Lecture and Presentation
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### **INTRODUCTION :**

The reporting of research is essential for dissemination of knowledge. The research report is not only purposed to acknowledge the entire activities that are involved in research process but also to propose it for scientific examination by others.

The general format of research report or thesis is comprised of following main and sub parts.

### **PreliminaryPart**

#### 1. Title Page

- a) Title b) Degree requirement c) Research Centre d) Research Scholar e) Supervisor
- f) Affiliating body g) Year

#### 2. Declaration

#### 3. Supervisor's Certificate

#### 4. Acknowledgements

#### 5. Contents

#### 5. List of Tables

#### 6. List of Figures

### **Main Body the Report**

#### 1. Chapter – I : Introduction

- a. Theoretical Framework
- b. Rationale of the study
- c. Statement of the problem
- d. Definitions
- e. Objectives
- f. Hypothesis
- g. Scope and Delimitations of the study
- h. Significance of the study

#### 2. Chapter II : Review of Related Literature

#### 3. Chapter III : Methodology and Procedures

- a. Design and Research method



- b. Population and sampling frame
  - c. Tools and techniques of data collection
  - d. Techniques of data analysis
4. Chapter IV : Data Analyses
- Presentation in tables, graphs etc. and interpretation
  - Results and Discussions
6. Chapter V : Conclusions and Recommendations
7. Bibliography
8. Appendices.

### **EVALUATION OF RESEARCH REPORT :**

Evaluation of a research report is intended to assess following points and suggestions for correction may be given if found necessary.

1. The Title and Abstract
  - ✓ Are the title and abstract clear and concise?
  - ✓ Do they promise no more than the study can provide?
2. The problem
  - ✓ Is the problem stated clearly?
  - ✓ Is the problem researchable?
  - ✓ Is background information on a problem presented?
  - ✓ Is the significance of the problem given?
  - ✓ Are the variables defined operationally?
3. The Hypothesis
  - ✓ Are hypotheses testable and stated clearly?
  - ✓ Are hypotheses based on sound rationale?
  - ✓ Are assumptions, limitations and delimitations stated?



### 4. Review of Repeated Literature

- ✓ Is it adequately covered?
- ✓ Are most of the sources primary?
- ✓ Are important findings noted?
- ✓ Is it well organised?
- ✓ Is the literature given directly relevant to the problem?
- ✓ Have the references been critical analysed and the results of studies compared and constructed?
- ✓ Is the review well organised?
- ✓ Does it conclude with a brief summary and its implications for the problem investigated?

### 5. Sample

- ✓ Are the size and characteristics of the population studied described?
- ✓ Is the size of the sample appropriate?
- ✓ Is the method of selecting the sample clearly described?

### 6. Instruments and Tools

- ✓ Are data gathering instruments described clearly?
- ✓ Are the instruments appropriate for measuring the intended variable?
- ✓ Are validity and reliability the instruments **discussed**?
- ✓ Are systematic procedure followed if the instrument was developed by one researcher?
- ✓ Are administration, searing and interpretation procedures described?

### 7. Design and Procedure

- ✓ Is the design appropriate for testing the hypotheses?
- ✓ Are the procedures described in detail?
- ✓ Are control procedures described?

### 8. Results



- ✓ Is the statistical method appropriate?
- ✓ Is the level of significance given?
- ✓ Are tables and figures given?
- ✓ Is every hypothesis tested?
- ✓ Are the data in each table and figure described clearly?
- ✓ Are the results stated clearly?

### 9. Discussions

- ✓ Is each finding discussed?
- ✓ Is each finding discussed in term of its agreement and disagreement with previous studies?
- ✓ Are generalizations consistent with the results?
- ✓ 10. Conclusions and Recommendations
- ✓ Are theoretical and practical implications of the findings discussed?
- ✓ Are recommendations for further action made?
- ✓ Are recommendations for further research made?

### 11. Summary

- ✓ Is the problem restated?
- ✓ Are the number and type of subjects and instruments described?
- ✓ Are procedures described?
- ✓ Are the major findings and conclusions described ?