

REPORT WRITING IN LIBRARY AND INFORMATION SCIENCE RESEARCH

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ABSTRACT

Research has always been become a non-stop activity of the man. It is an intellectual and creative activity which continuously broadens the frontiers of knowledge. Therefore the results of every research should be communicated to everyone who needs it. This task can only be done by writing report of the and which should be written systematically and carefully towards partial fulfillment of the degree. A systematic and carefully written research report based upon principles of clear organization and presentation helps in better communication.

INTRODUCTION

Report writing makes the final stage of research study. The purpose of a report is to tell the interested readers the problem investigated the used to solve the problems, the results of the investigation and the conclusion from the results. To present all the concepts and finding of the scholar is an important, interesting and a skillful job. For this presentation skill is needed. Moreover language fluency in writing, presenting the contents and arranging the chapters in proper format are essential qualities needed on the part of a good research work. High quality scientific finding and enquiry, if not properly presented for easy understanding, then the entire work will be in vain. The success of the research work mainly depends on the style of the report writing.

OBEJECTIVES OF WRITING THE RESEARH REPORT

The researcher when the he/she writes his/her report should keep in mind its main objectives of report writing may be as follows

- ✓ It is permanent record of the research: The written report is permanent record of the research of the research done by the researcher for the coming generations

- ✓ To increase knowledge: The aim of research report writing is to make the people aware of the new information, new standards and new interpretations received from the research, which can only be done by report writing
- ✓ Useful for researchers: With the help of research report many other small subjects of research can be arranged systematically and a definite principle can be formulated. Thus the report should be written in such a way that it may help in the formulation of new principles for other researchers.
- ✓ Validation of others conclusions: Research is the process through which everyone can learn from others. Therefore we should respect views and suggestions of others also, so that with this mentality we can search new facts and we can also examine the authenticity of findings and conclusions of other researchers.
- ✓ Examination of validity: When the report is in written from only, we can examine the validity of the research study. In report writing all the facts should be presented so as to prove the validity or invalidity of the facts by careful observations and experiments.

STRUCTURE OF RESEARCH REPORT

In order to give the necessary information then report must cover the following points:

Structure: Generally a thesis of three parts.

- The preliminary
- The text
- The reference material

THE PRELIMINARY

It consists of components like the title page, preface including acknowledgement, table of contents, list of tables, lists of figures and illustrations.

THE MAIN TEXT : The text should consist of the following sections

- Introduction
- Statement of findings and recommendations
- Results

- Implication of the results
- Conclusion
- Summary
- References

CHPATER – 1 INTRODUCTION

- ❖ Background to the Research
- ❖ Research Problems
- ❖ Justification of the Research
- ❖ Research methods
- ❖ Structure of the dissertation
- ❖ Key definitions
- ❖ Limitations and key assumptions
- ❖ Conclusion

CHAPTER – 2 LITERATURE REVIEW

- ❖ Introduction
- ❖ Source concerned with research problem
- ❖ Models related to the study
- ❖ Theoretical frame work of the study
- ❖ Research questions and hypothesis
- ❖ Conclusion

CHAPTER – 3 METHODOLOGY

- ❖ Introudution
- ❖ Justification for the study
- ❖ Paradigm and methodology
- ❖ Research procedures
- ❖ Conclusion

CHAPTER – 4 ANALYSIS OF DATA

- ❖ Introuduction
- ❖ Subjects
- ❖ Patterns of data for research questions and hypothesis
- ❖ Conclusion

CHAPTER – 5 CONSLUSIONS

- ❖ Introduction
- ❖ Conclusion about research questions and hypothesis
- ❖ Research problem conclusion
- ❖ Implications for policy and practice
- ❖ Limitations
- ❖ Further research
- ❖ Conclusion

RESEARCH REPORT

Research report is the consolidated statement of the completion of the research study undertaken. In the research report the entire study is described in a scientific manner so that it can be communicated to any type of the reader in an understandable manner.

TYPES OF REPORT

- **Technical Report and Popular report**

TECHNICAL REPORT

The technical report mainly emphasizes on

- Methods Employed
- Assumptions' Made During of the study
- The Detailed Presentation of the findings ,conclusions, recommendations

POPULAR REPORT

The Popular report emphasizes specifically on simplicity and attractiveness. The content should be reached through clear writing, minimum of technical matter, and mathematical details, free and easy use of charts and diagrams. Moreover in a popular report emphasis is given on practical aspects and policy Implications.

CHARACTERISTICS OF RESEARCH REPORT

An ideal research must have the following main features are:

- ✓ Research report should be written in systematic and attractive manner, which increase its usefulness and importance
- ✓ Research report should be clear to the point and easy in understanding
- ✓ The title, graphs, photographs and figures should be presented, which increase the value of the research study
- ✓ The analysis of facts given in the report, should have logical and scientific base so that no one can doubt that the report is based only on assumptions
- ✓ If there are similar type of facts, they should both be repeated in the report
- ✓ All the sources of information, from which the information have been taken , should clearly be described so that any person can verify these facts on the bases of described information sources
- ✓ To avoid any artificiality in the research study, the problems and difficulties faced by the researcher during his/her research work should necessarily be explained
- ✓ An ideal report of any research study also indicates the points useful for further research in future
- ✓ At the end suggestions also be provided, which should be unbiased, creative and useful for future researchers.

PRECAUTIONS TO BE KEPT IN WRITING A RESEARCH REPORT

Research report is a channel of communicating the research findings to the readers of the report. A good research report is one which does this task efficiently and effectively. As such it must be prepared keeping the following precautions in view:

- ✓ While determining the lengths, one should be kept in view the fact that it should be long to cover the subject but short enough to maintain interest. Report writing should not be means to learning more and about less and less
- ✓ A research report should be able to sustain readers “ interest”
- ✓ Abstract terms and technical jargons should be avoided in research report
- ✓ The report should be able to convey the matter as simply as possible
- ✓ Readers are often interested in acquiring a quick knowledge of the main findings and hence should be supplemented with charts, graphs and the statistical tables may be used for the various results in the main report in addition to the summary of important findings
- ✓ The layout of the report should be well thought and must be appropriate and in accordance with the objective of the research problem
- ✓ The report should be free from grammatical mistake and must be prepared strictly in accordance with the techniques of composition of report writing such as the use of quotations, footnotes, documentation, proper punctuation and use of abbreviations in footnotes and the like.
- ✓ The report must be present the logical analysis of the subject matter. It must reflect a structure where in the different pieces of analysis relating to the research problem fit well
- ✓ Research report should show originality and should necessarily be an attempt to solve some intellectual problem. It must contribute to the solution of problem and must add to the store of knowledge
- ✓ Towards the end, the report must also state the policy implications relating to the problem under consideration. It is usually considered desirable if the report makes a forecast of the probable future of the subject concerned and indicates the kinds of research still needs to be done in that particular field
- ✓ Appendices should be enlisted in respect of all the technical data in the report
- ✓ Bibliography of sources consulted is a must for good report and must necessarily be given
- ✓ Index is also considered an essential part of a good report and must necessarily be given

- ✓ Report must be attractive in appearance, neat and clean, whether typed or printed
- ✓ Calculated confidence limits must be mentioned and the various constraints experienced in conduction the research study may also be stated in the report
- ✓ Objectives of the study, the nature of problems, the methods employed and the analysis techniques adopted must all be clearly stated in the begging of the report in the form of introduction

In spite of all the above stated, one should always keep in view the fact that report writing is an art which is learnt by practice and experience, rather than by mere doctrinarian

CONCLUSION

The Trust of this paper is to emphasize the need of the scientific research. Scientific research always leads to reliability of the facts. This step in writing the report is the most difficult task. This needs more care and time in proof reading with respects to language, grammar, spelling, meaning and subject content. Number of revisions till full satisfaction through mediocre writing is needed. Care should be taken for logical sequential presentation of the inner text contents. In other works, in this final drafting at lease the researcher must take more care to see whether the matter presented has unity and cohesion.

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