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Types and characteristics of research report

Reporting, feature, structure, and type reporting reports are critical to the communicative needs of all types of organizations. They contribute to the decision-making process at all levels of the organisation. Scientists, executives and experts, before continuing their investigations, examine the existing reports in a specific area. Therefore, writing a report is a flexible teaching-learning-practice tool specifically designed to help students and staff develop general research, identify the problem, and report. Characteristics of a Good Report Structure

1. Clear Structure A report should have a clear, logical structure. A good structure will help to decide where to put any fact or idea.
2. Selectivity selectivity in words is very important. Careful choice of words makes it possible to convey the meaning correctly
3. Objectivity report is not an essay. It is a problem of purpose. It is therefore important to look at all sides of the problem without being biased. It is important to keep your own conventions, beliefs, preferences and dislikes on the side.
4. Accuracy The report should be factually correct. It is therefore important to review the facts before they are included in a report. There should be no room for deception and misinformation. The information provided should be correct.
5. Clarity The report should be clear enough to answer the questions in the minds of readers.
6. Simplicity Difficult vocabulary and complicated sentences do not improve the quality of the report. Short sentences and straight language should be used.
7. Sections and subsections Each point should logically fit into sections. A section should contain a point that can be further discussed in subsections. Do not have too much material in each section.
8. Headings and subheadings have a sequence of headings and subheadings to help readers find the information they need. A word heading is often vague and misleading. Good headlines give your readers an overview of your plan.
9. Conclusion highlighting key issues and points, including, where appropriate, proposals for research/practice.
10. Sensitivity Keep sensitivity to problems and research processes, e.B. ethics, communication, negotiation and collaboration. The structure of a report types of reports can be very different. they can range from an experimental report to an environmental impact statement. However, there is a basic structure that most reports share, regardless of their nature.

1. Title page The title page contains the name of the report that wrote it, its organization, and the date.
2. This section allows to thank or mention the people who were indispensable when writing the report.
3. Table of contents The table of contents lists all important sections of the report. It helps the reader to find specific information and indicates how the information was organized and which topics are covered. The table of the should also include a list of numbers and a list of tables if they are used in the report.
4. Summary This section briefly summarizes the purpose of the study, sources of information, key findings, conclusions and recommendations. It is intended for those who do not have the time to read the entire report and to refresh the spirit of a reader at a later date. It is probably the most important part of the report, because it will almost certainly be read.
5. Introduction The introduction is an extremely important part of any report. It should not contain too many details, but it should give the reader a good idea of where the report is going (including a brief description of the content of the report). The introduction consists of three main components:
 - i. The background describes events that lead to the existing situation, which projects were previously carried out and why the project or study is necessary.
 - ii. The purpose determines what the project or study has to achieve, who has approved it and what specific conditions it has.
 - iii. The scope sets out all the restrictions imposed on the project, such as costs, time, etc. The introduction differs from the summary because it highlights the background, information, purpose and scope of the report. It should be specific, to the point, in short, but a complete discussion on the context of the problem.
6. Body The report consists of a series of chapters describing the subject matter of the report. It is divided into topics arranged in a logical order with headings and subheadings. The text of the report must address the questions: why was the study necessary? (dedicated) When, where, how and by whom was the study conducted? What were the results? What conclusions have been drawn? What recommendations have been made?
7. The conclusion relates to the author's judgment on the basis of information in the text of the report. It should be short, concise and concrete.
8. Recommendations The recommendations should, of course, be the basis of the conclusions. The recommendations should be based on the materials and data you have collected during the research process.
9. Abbreviation Provide an alphabetical list of abbreviations used in the report if they are unfamiliar. Provide a glossary with brief explanations of the technical terms used.
10. References/bibliography List of all sources used in TheReport in alphabetical order. It contains the name and initials of the author, the date of publication, the title of the book, the newspaper or the magazine, the publisher, the place of publication.

Pages: 1 2 There are several different research work. It is important to know what kind of research paper is needed for your assignment, as each type of research paper requires a different preparation. Below is a list of the most common types of research:

- Analytical Research Paper In an analytical research paper, ask a question and then collect relevant data from other researchers to analyze their different points of view. They focus on the and conclusions of other researchers and then a personal conclusion on the subject. It is important to remain neutral and not to show your own negative or positive position on this matter.
- Argumentative (convincing) research paper The argumentative paper represents two sides of a controversial topic in one paper. It aims to get the reader to the side of your point of view. You should include and cite results and arguments from different researchers on both sides of the topic, but then prefer one side over the other and try to convince the reader of your side. However, their arguments should not be too emotional, they still need to be supported with logical facts and statistical data.
- Definition paper The definition paper describes only facts or objective arguments without using the author's personal emotions or opinions. Its sole purpose is to provide information. They should include facts from a variety of sources, but leave those facts unanalyzed. Compare and contrast paper and contrast papers are used to analyze the difference between two points of view, authors, themes or stories. Be sure to adequately describe both sides of the paper, and then proceed to compare and contrast both the thesis and the supporting thesis. Cause and Effect Paper Cause and Effect Papers are usually the first types of research that high school and college students face. You track probable or expected results of a particular action and answer the most important questions why? and What?, which reflect effects and causes. In the economic and educational fields, cause-and-effect papers will help to understand a number of outcomes that could result from a particular action or situation.
- Interpretative Paper An interpretive paper requires you to use knowledge gained from a particular case study, such as a legal position in law. You must write the paper based on an established theoretical framework and use valid supporting data to secure your statement and conclusion.
- Experimental research paper This type of research paper essentially describes a particular experiment in detail. It is common in areas such as biology, chemistry or physics. Experiments aim to explain a particular result or phenomenon with specific actions. You must describe your experiment with supporting data and then analyze it sufficiently.
- Survey Research Paper This research paper calls for a survey to be conducted that includes questioning questions to respondents. The head of the survey then collects information from the survey and analyzes it in order to present it in the research work.

Frequently asked questions about the different types of research

What is an analytical research paper? In an analytical research paper, you ask a question and then collect relevant data from other researchers to analyze their different points of view. They focus on the findings and conclusions of other researchers and then draw a personal conclusion on the subject. What is a definition? Definition? Definition paper describes only facts or objective arguments without using the author's personal emotions or opinions. Its sole purpose is to provide information. What is a comparison and contrast paper? Cause and effect papers are usually the first types of research that high

school and college students face. The answer questions like Why? and What?, which reflect effects and causes. In the economic and educational fields, cause-and-effect papers will help to understand a number of outcomes that could result from a particular action or situation. What is an interpretation paper? An interpreting paper requires you to use knowledge gained from a particular case study, such as a law degree. You must write the paper based on an established theoretical framework and use valid supporting data to secure your statement and conclusion. What is an experimental research paper? This type of research paper describes a particular experiment in detail. It is common in areas such as biology, chemistry or physics. Experiments aim to explain a particular result or phenomenon with specific actions. Related Articles Articles

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