

## Writing Good Research Report: Guidelines and Precautions

**Ashok D. Adhav**

Associate Professor M.P.A.S.C. College, Panvel, Maharashtra, India

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### Abstract

Research means detailed systematic and comprehensive study of a problem. It is continuous process. Report writing is the concluding part of research activity on the part of a research.

Research report writing is a time consuming. It is an outcome of slow, painstaking, accurate inductive work.

The research report should be based on detailed study of the research problem. Report should be well planned and as per framework prepared in advance. The report should be free grammatical mistakes. Accuracy is absolutely essential in report writing.

Report writing is thus end product of research activity.

**KEYWORDS:** Systematic, Research, Skilled, Problems, Information, Contents.

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### Introduction:-

Research means detailed, systematic and comprehensive study of a problem. It is continuous process. It helps to obtain knowledge about any natural or human phenomena. According to Fred Kerlinger, Research is an organized enquiry designed and carried out to providing information for solving a problem.

Report writing is the concluding part of research activity on the part of a research. Writing a research report is a technical activity that demands all efforts, patience of the researcher. Report writing is thus the end product of research activity. A good research report is one which does this task efficiently and effectively. It is helpful in solving business problems and provides current and update information.

Writing up research report may be one of the most difficult. Developing good effective and concise report is an art form itself.

This part of the research is more or less technical. The last part of research that is interpreting our findings and to write a report is a highly skilled job.

### Definition:-

The oxford dictionary defines “A report as a record of ascertained facts”

### **Parts of Good Research Report:**

- a) Introductory Part:**  
This part contains title page, forward, preface, acknowledgement, synopsis and contents.
- b) Main Part of Report:**  
This part contains the body of the report. It contains the hypothesis that is tested concepts used, methods of data collection, methods of analysis, graphs, tables, source of data etc...
- c) Conclusions of Research:**  
This is the last and most important part of the report. It contains result of analysis and interpretation of results.
- d) Supplementary Part:**  
This part contents the supplementary information of the report. It includes appendixes, bibliography, index etc....

### **Guidelines and Precautions to be taken for writing good research report.**

The general guidelines for good research report writing are

- 1)** The research report should be based on detailed study of the research problem.
- 2)** The report should be well planned and as per the framework prepared in advance.
- 3)** The research report should act as a complete document with suitable appendixes, charts, tables and graphs.
- 4)** The report should be drafted in simple, clear and concrete style.
- 5)** The report should be able to convey the matter as simply as possible.
- 6)** The report should be free from grammatical mistakes.
- 7)** The research report should show originality and should necessarily be an attempt to solve some intellectual problem; it must contribute to the solution of a problem.
- 8)** The recommendation made should be based on actual facts and conclusion drawn.
- 9)** The report should be neat and tidy.
- 10)** The research report should be concise but a complete document.
- 11)** Accuracy is absolutely essential in report writing.
- 12)** The report should be presented in an alternative and persuasive manner.
- 13)** Index is also considered as essential part of a good report.
- 14)** Bibliography of sources consulted is must from a good report.
- 15)** The researcher should give adequate attentions to three aspects while drafting the research report that is clarity, accuracy and completeness.

### **Conclusion:-**

Report writing has special significance in every research activity relating to business. Research study remains incomplete till the report has been written and presented to the sponsoring agency. Research writing is a time consuming. It is an outcome of slow, painstaking, accurate inductive work. Report writing work should starts only when all other formalities are completed. This includes survey work analysis of data collected

conclusion drawn and recommendations to be made are finalized. In brief report writing is both a science and art. It is helpful in solving business problems. Report writing is thus the end product of research activity.

**Suggestion:**

- 1) Finalization of Title is very important
- 2) Title should be totally new and innovative
- 3) Objectives are heart of research so objectives should be clear.
- 4) Hypothesis should be their.
- 5) Review of literature is necessary.
- 6) To ascertain information is important work.
- 7) Conclusion, suggestion and Bibliography are must.

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