



Preparing the Research Report

- ◆ Some differences between quantitative and qualitative reports
- ◆ Use other reports as a model
- ◆ During study refine and revise introduction and methods sections
- ◆ Analyze data
- ◆ Write report



Guidelines for Report

- ◆ MAKE AN OUTLINE
 - Identify and order major topics
 - Identify subheadings



General Rules for Writing

- ◆ Relate study to accurately reflect what was done and what was found
- ◆ Write in a clear, simple, straightforward style
- ◆ Be concise BUT do not leave out significant details
- ◆ Avoid jargon
- ◆ Reflect scholarship
- ◆ Review for errors
- ◆ Avoid contractions
- ◆ **PROOF READ**



Format and Style

- ◆ Format - general pattern of organization
- ◆ Style - rules (such as spelling, grammar)
- ◆ Use APA



Sections of Thesis and Dissertations

- ◆ Turn to page 544 Figure 15.1