

## Techniques of Research Report Writing: A Study

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### Abstract:

In the presented research paper, the research report and the outline of the research report and the various sections in the outline, features, objectives, issues that come up while preparing the research report. Therefore, people get information about the complete aspects involved in the research and benefit from it for the advancement of knowledge.

**Keywords:-** Research report, steps of research report, purpose of research report.

### Introduction:

Knowledge creation is a never-ending process. Research is an ongoing process through which the researcher continuously discovers new cause and effect relationships to new general statements, principles and A theory appears to be forming.

A careful observation of a problem by a limited group of subjects through researcher research and framing larger issues through rigorous logical analysis.

Research is an essential intellectual and dynamic activity in the sphere of continuous knowledge. In order to use the knowledge generated through research and realize its usefulness, it is necessary to reach the knowledge society, For this research findings

should be communicated to others. Relevant research procedures, findings and recommendations related to the problem to be checked by other experts for validity and reliability and for research to be disseminated, it is necessary to write a research report.

### Definition of Research Report:-

Different scientists have given different definitions of research report which are as follows.

According to Goode and Hatt, report preparation is the final stage of research and its purpose is to enable interested readers to understand the results of the study, It is to

present in such an orderly and detailed manner, through which the reader can understand the facts and verify for himself the authenticity of the research findings will be verifiable.

According to the American Marketing Society, the purpose of a report is to present the results or results of a study or research in detail to an interested party Presenting in detail and organizing the results of the research so that every person who reads the report Be able to understand the facts and determine the validity of the conclusions yourself.

Based on the above definitions, facts are collected using scientific methods and techniques in the research, The collected facts are analyzed and interpreted and conclusions are drawn from the same.

After completing the research process in this way, it is necessary to present the research in written form. This research is organized in an orderly and orderly manner to make it accessible to other readers. It is a complete statement of research which contains a systematic statement of the problem and an explanation of the final result of the problem.

#### **Purpose of Research:-**

Research is a vital and ongoing intellectual activity in the sphere of knowledge. After the research process is completed, it is necessary to present the research in a written form in order to make it known to other readers.

That is, a complete statement of the research, a systematic statement and an analysis of the final result of the problem.

From the presented article, research report, basis of research report, purpose and problems of research report etc. have been studied for the purpose of study.

#### **Research Methodology:-**

In this research, the study of “what should be included in a research report” using descriptive study method and using “secondary data collection method”, various

reference books have been used. A completely scientific study method has been used in this essay.

#### **Objective of Research Report :-**

After completion of the research work, it is necessary to prepare a detailed report. Research report writing is the first step of research. The "American Marketing Society" has clearly stated about the research objective that the purpose of the report is to present the complete result or result of the study or research in detail to the interested party and organize the results of the research. This will enable every person reading the report to understand the facts and determine for himself the validity of the conclusions.” It is clear from this that a researcher should prepare a report in a systematic and comprehensive form after the completion of the research work.

#### **The objectives of the research report can be stated as follows.**

##### **Presentation of Knowledge Document :-**

Research work is the source of knowledge. Because it is used to increase knowledge in some way. The researcher spends time, effort and money on research work, so it is necessary to present the research in a systematic and written form before the public through a research report without limiting such research. Research is a document of knowledge in the form of a report.

##### **To increase knowledge:-**

Due to the research work in a subject, the subject is arranged based on the analysis and interpretation of the facts in that subject, and the researcher tries to find out whether there are any other problems in the subject and whether it is possible to do some more in-depth study. Research is presented in the report. In this research, some other new problems, some problems are seen and more research is done. In that research, information

about many new topics or other areas that should be researched or can be done is also given from the research work report. That is to say, knowledge enhancement should be encouraged through research reports.

#### **Clarifying the underlying factual position regarding the subject :-**

A research report should be presented in an orderly and scientific manner. In the research report, the various aspects of the research context should be properly presented and the relationship between them should be properly understood by the readers.

The value of this method should be made so that others read the research report and the reader becomes aware of the actual facts of the research and its social impact. Therefore, the research report contains the underlying factual situation regarding that subject.

#### **Effective presentation of research information:-**

A researcher does research very diligently. Some objective and scientific conclusions are drawn from that research. Eager to present those findings to others.

A research report plays an important role in presenting the research related to the subject to the people who are interested in it. That is, the findings of the research may be effective from the perspective of other scholars. Therefore, from the point of view of others, it is necessary to make the presentation in a systematic and technical manner. Therefore providing information about research is an important objective of research.

#### **Usefulness of Information :-**

There are various types of social problems in the society. Also related to that social problem, some research is used to prepare a political plan or to decide social policies, so it is necessary to submit a research report so that the research can be used publicly.

#### **To examine the validity or validity of research:-**

Research related to a subject is appropriate. Whether or not the research done by the researcher is based on the scientific method or not can be explained on the basis of the research report. Therefore, if there is doubt about the adequacy of the research, the findings of the research are re-examined. From that its validity is checked.

Hence, when the research report comes before the public, it helps to examine its validity.

#### **Features of Research Report :-**

The researcher is trying to find out how to improve his research and how to write the research report well.

- Complexity and exaggeration should be avoided in the research report because it affects the reader and the reality of the research is not clear, so the researcher should consider all these aspects in the research report and use clear and balanced language.
- A research report consists of a sequential structure and a point-by-point presentation of facts.
- Scientific method is adopted while analyzing and interpreting the facts presented in the report.
- Research involves social and practical aspects. Therefore, the findings from the research are beneficial to the society on a large scale.
- The conclusions drawn by the researcher from the research are reliable and scientific in nature.
- Social problems are framed through research.
- Concepts and theories are generated through research.
- Layout of research report is attractive.

#### **Steps of Research Report:-**

While preparing the research report, the researcher arranges them in a balanced and orderly manner with the view that all aspects of the research should be known. Primarily, while submitting the research report, three major aspects have to be taken into account, they are as follows.

#### **Primary Requirements: Part I**

This component includes research title page, research manifesto, guide certificate, acknowledgment of credit, index of tables, list of graphs etc.

#### **Main Section:-Part II**

After arranging the main points of the research report comes the main part. It mainly includes the following items.

#### **Introduction:-**

While preparing the research report the first introduction of the research is written. It includes how the topic of the research was suggested, its importance and its plan, information about the research problem, its background and its need, its basis, information about its theoretical practical aspects and what will be the benefit of this research etc. happens

#### **Objectives of the research:-**

While preparing the research report, it includes the objective of the research. While doing any research, its purpose has to be formulated first. Because any research is done to increase knowledge and gain practical benefits.

#### **Research Area:-**

A research report outlines the area of research, which may primarily include a part of a geographical area, a community.

#### **DATA COLLECTING METHODS :-**

There are different methods of data collection for research. The research report clearly

mentions which of these data collection methods were used and why.

#### **Sample Selection Method:-**

While researching, researching is not the whole part. Because it takes a lot of time, money and effort.

Therefore, it is necessary to treat a single unit as a unit to lead the entire unit for improvement. For that there are some methods of research sample selection. Which of these methods was used for the present research should be mentioned in the research report.

#### **Organization of Research Work :-**

In the research work, the researcher has to select the research element and observe the method to do it, collect it properly, validate it, examine it, increase its reliability, add the art to it. Organizing things means organizing research work. All these matters have to be mentioned in a proper report.

#### **Analysis and interpretation of facts:**

The facts which are collected through research work. It is classified, coded and tabulated and analyzed properly. From the analysis of that fact, its causality and correlation is explained and recorded in the research report.

#### **Formulation of Conclusion:-**

In a research report, the researcher after completing the process of analysis and interpretation presents some conclusions from it. Illustrates the effectiveness of those findings by organizing them to help in understanding.

#### **Instructions and deployment**

After organizing the conclusion drawn from the research, the researcher makes some suggestions based on the knowledge gained. What is the relationship of that research with

practical and social life. Explains this. Based on that, some suggestions are made for its usefulness. All these matters are recorded in the research report.

### **Part III :-**

#### **Bibliography List :-**

Once the research suggestions and measures have been formulated, it is necessary to add a list of the research literature referred to for the research work. The list of those reference books can be done using the reference book presentation method. For example, it is necessary to enter the complete information of the reference texts in the style of writing or any other style.

#### **Attachments or Appendices :-**

It is necessary to add some details to prove the authenticity of the research work. It mainly includes important research related documents, letters, charts, schedules, field maps and some other important tables etc.

**The basis of research can be discussed as above.**

#### **Difficulties or problems encountered while preparing the report :-**

Preparing a research report is a very important task. There are various types of problems or difficulties while preparing the report, as below,

- The problem arises as to which language to use while preparing the research report. Because the language of the report should be understandable to common people. But using this language is likely to reduce the quality of the research and using classical language is likely to cause complexity.
- The same word has different meanings in research. Hence some terminology is used. Using such terminological words or concepts is more likely to convey different meanings.
- People have different levels of knowledge or knowledge. Therefore, it

is a difficult task to create research reports according to different levels.

- Lack of concept in research requires extensive interpretation of the research which costs more time and money of the researcher.
- The problem of objectivity arises from a sociological perspective.
- While uncovering the truth in research, many factors have to be considered. Because many people in the society are likely to go against them.

#### **Summary:-**

The work done by the researcher during the research work is not only limited to him, but the research report is of special importance for the increase in the knowledge of others and for the public and practical benefit of the society. Therefore, people get information about the complete aspects involved in the research and benefit from it for the advancement of knowledge.

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