

QUALITIES OF RESEARCH REPORT



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What is a Research Report? A research report is a well-crafted document that outlines the processes, data, and findings of a systematic investigation.



Features of a Research Report

it usually includes tables and graphs.

It is written in a formal language.

It is formally structured with headings, sections, and bullet points.

Qualities of research report

Accuracy

Clarity

Error free

Presentation

Orderliness

Complete information

Accuracy

Information contained in a report must be based on accurate facts. Since decisions are based on report information, inaccurate information or statistics will lead to a wrong decision.

Clarity

A good report is absolutely clear. The reporter should clarify their purpose, define their sources, state their findings, and make a necessary recommendation A report must be clear to understand to ensure effective communication throughout.

Error free

A good report is free from errors. Any faulty construction of a sentence may change its meaning in the reader mind.



Presentation

The structure, content, language, typing, and presentation style of a good report should be attractive to make a clear impression in the mind of its reader.

Orderliness

Figures, charts and tables should be captioned carefully. They must be serially numbered from the first to last.



Complete Information

A good report shows important information. Most of this information is analyzed as the basis of importance. The report should not contain useless or vague information.



THANK YOU