

A top-down view of a wooden desk. In the upper right corner, a portion of a silver laptop is visible, showing keys like 'tab', 'caps lock', 'shift', 'fn', 'control', 'option', 'command', 'Q', 'W', 'E', 'A', 'S', 'D', 'Z', 'X', and 'command'. A pair of black-rimmed glasses lies horizontally in the center. To the right of the glasses is a white coffee cup with a yellow handle, filled with dark coffee. In the top right corner, there is a small green succulent plant. The background is a dark wood-grain surface.

RESEARCH REPORT

CONCENTRATED WRITING GUIDE

ACQUIRE THE INFORMATION

Preferably, you must at least know the following:

- ✓ **Report Structure / Tasks**

This will help you plan the document headings and outline the general structure

- ✓ **Marking Scheme / Assessment Criteria**

This will help you calculate how many words each section should contain

- ✓ **Report Limitations**

This should tell you the report word and page count limits

- ✓ **Report Deadline**

Add this deadline to your calendar and set an alert to 1 day before

- ✓ **Submission Information**

This tells you the document naming conventions, cover page contents and how to submit correctly

If not given, use: *StudentID_Surname_Name_ModuleID_ModuleStartYear-ModuleEndYear*

You **MUST** always ask for clarifications if something is unclear or you are not 100% sure

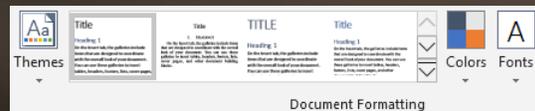
PLAN THE REPORT

1. Using the *Styles* menu and automatically generated content, create report headings and sub-headings to reflect the proposed report structure.



2. Use consistent numbering pattern to name each heading and sub-heading throughout the report.

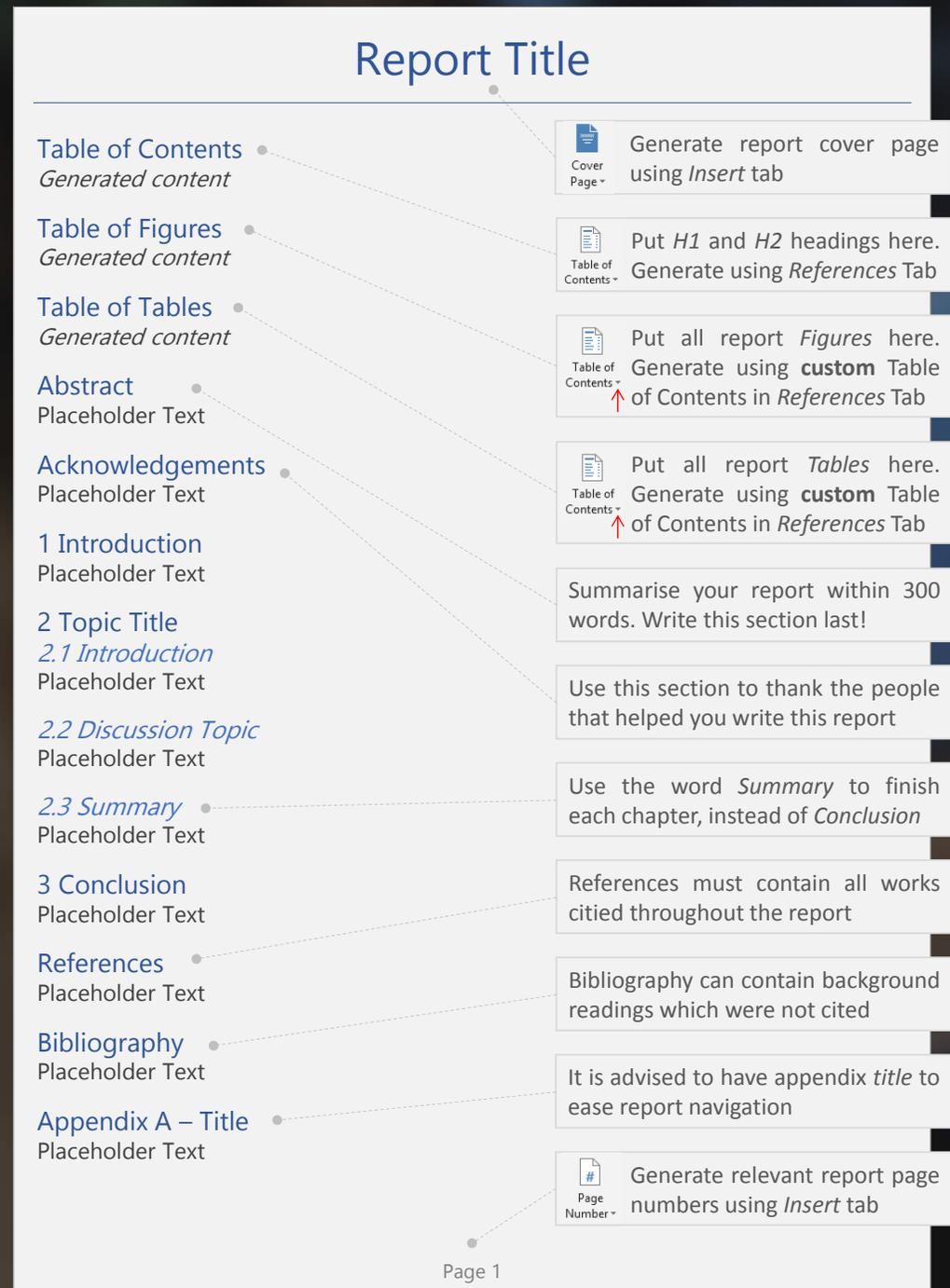
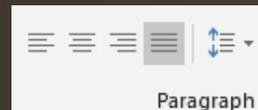
3. Use consistent font and colours throughout the report. It is advised to select a suitable theme and style for the document via the *Design* tab.



4. Put each Heading 1 (H1) on a new page using the *Page Break* function, found in the *Insert* tab.



5. Use *Justify* paragraph alignment property to make the report look professional.



INITIAL REPORT IDEAS

To know exactly what is required from each chapter, add relevant notes into each chapter. *Colour code* individual set of ideas to make it easier finding the right information.

1. Using the word limit information and paragraph weight, calculate the rough word count for each chapter.
2. Add the description of each required paragraph, provided in the Assignment Brief / Assessment Form.
3. Write down any relevant ideas you have at this stage and keywords which you might use in this chapter.

If possible, explore previous work to gain an overview of report structure and obtain content ideas. Pay attention towards Future Work chapter in an attempt to address the provided suggestions in your report, making it innovative.

Abstract

Placeholder Text

300 words

Acknowledgements

Placeholder Text

Parents, friends, lecturers

1 Introduction

Placeholder Text

240 words

You must introduce the topic...

The report will look at, perception, using the following methods

2 Topic Title One

Placeholder Text

960 words

Discuss the current limitations...

Examine current systems and decompose them...

3 Topic Title Two

Placeholder Text

960 words

Propose a set of solutions to overcome limitations...

Novel, innovative...

4 Conclusion

Placeholder Text

240 words

Summarise the report using...

I believe the proposed solutions clearly solve the discovered problems

Given the following:

Report word limit: 2400

Introduction: 10%

Topic 1: 40%

Topic 2: 40%

Conclusion: 10%

LITERATURE REVIEW

Source relevant reading material and begin adding notable references to your report. Course **Reading List** can act as a starting point in discovering the required literature. It is advised to use *CRAP* test to evaluate the resource:

Currency

Is the information recent? When was it last updated?

Reliability

Is the viewpoint balanced? Are there credible references?

Authority

How credible is the author? What is the publisher's interest?

Purpose

Does author rely on biased opinions or use factual information?

*Each chapter must now have relevant **referenced quotes** or **referenced paraphrases** to reflect the discovered facts.*

1 Introduction

Placeholder Text

240 words

You must introduce the topic...

The report will look at, perception, using the following methods

2 Topic Title One

Placeholder Text

"Generic quote here" (Surname, Surname, 0000)

Surname (0000, p.99) proposes to use this new system...

960 words

Discuss the current limitations...

Examine current systems and decompose them

3 Topic Title Two

Placeholder Text

Surname et al. (0000, p.99) note that "one thing is better than another".

960 words

Propose a set of solutions to overcome limitations...

Novel, innovative...

4 Conclusion

Placeholder Text

240 words

Summarise the report using...

I believe the proposed solutions clearly solve the discovered problems

References

Reference One

Reference Two

Reference Three

WRITING THE REPORT

Using the earlier created notes and references for each chapter, begin adding a balanced personal discussion to surround your findings. The following advice might become helpful:

1. Avoid writing in 1st person, all research reports must use [3rd person](#) only.
2. Use [technical language](#), relevant to your subject/field. Never use slang!
3. Avoid using [contractions](#), write the words in full to make the report look professional.
4. Do not have [long and meaningless sentences](#), rephrase or break them down.
5. Think how you can [present the information](#), make use of diagrams, tables and figures.
6. Each time you use a [new abbreviation](#), write the full representation in brackets.
7. You may convert tables into images to save the [word count](#) as well as moving insignificant content into Appendix. Remember, you can go over the word limit by 10% in most situations.
8. Read each completed paragraph to [check the grammar](#), spelling and whether you have correctly delivered your message. Do not rely on spellcheckers to highlight all mistakes.

REPORT FEEDBACK & SUBMISSION

You must aim to finish your report [AT LEAST 2 weeks before the deadline](#) in order to add improvements after the feedback. It is advised to seek feedback from the following individuals:

- ✓ **Lecturer** – They will tell you what to improve in regards to Assignment Brief / Assessment Form.
- ✓ **Native Speaker** – They will check your grammar and suggest sentence improvements.
- ✓ **Peers** – Select someone you can trust who is on a similar level to you in order to exchange reports for feedback. They will proof-read your report, provide suggestions and you will be able to get new ideas for your report by reading theirs. *Do not copy their work, as it will be easily found!*

It is advised to submit your work (even draft) [AT LEAST 1 day before the deadline](#) for the following reasons:

- ✓ You will get an accurate similarity score. DO NOT panic if your score is over 15%, examine what exactly was found to be plagiarised. It could be headings, page numbers, references and even your old work.
- ✓ The system is less likely to crash due to little demand at this time and you will not miss your deadline.

THANK YOU
AND GOOD LUCK!