

RESEARCH METHODOLOGY

UNIT – 5

Syllabus - UNIT-V : RESEARCH REPORTS

Structure and components - Types of Research Report, Good Research Report. Pictures and Graphs. Introduction to SPSS Package.

Expected Learning Outcome:

- 1. Understand the meaning, purpose, types and contents of a**
- 2. research project report;**
- 3. Plan and organize an academic report;**
- 4. Evaluate an academic report.**

REPORT WRITING

Research report is considered a major component of the research study for the research task remains incomplete till the report has been presented and/or written. As a matter of fact even the most brilliant hypothesis, highly well designed and conducted research study, and the most striking generalizations and findings are of little value unless they are effectively communicated to others. The purpose of research is not well served unless the findings are made known to others.

Research results must invariably enter the general store of knowledge. All this explains the significance of writing research report. There are people who do not consider writing of report as an integral part of the research process. But the general opinion is in favour of treating the presentation of research results or the writing of report as part and parcel of the research project. Writing of report is the last step in a research study and requires a set of skills somewhat different from those called for in respect of the earlier stages of research. This task should be accomplished by the researcher with utmost care; he may seek the assistance and guidance of experts for the purpose.

Reports usually are spread across a vast horizon of topics but are focused on communicating information about a particular topic and a very niche target market. The primary motive of research

reports is to convey integral details about a study for marketers to consider while designing new strategies. Certain events, facts and other information based on incidents need to be relayed on to the people in charge and creating research reports is the most effective communication tool. Ideal research reports are extremely accurate in the offered information with a clear objective and conclusion. There should be a clean and structured format for these reports to be effective in relaying information.

Characteristics of an Effective Research Report

An effective research report has the following four characteristics:

- **Focus:** an effective report emphasizes the important information.
- **Accuracy:** an effective report does not mislead the reader.
- **Clarity:** an effective report does not confuse the reader.
- **Conciseness:** an effective report does not waste the reader's time.

TYPES OF REPORTS

A. Technical Report

Research reports may differ in length and form. Generally, business firms prefer reports in the form of letters. Banks, insurance companies and financial institutions require short balance-sheet type of tabulation in their annual reports to customers and shareholders. The results of a research investigation can be presented in a number of ways: as a technical report, a popular report, an article, a monograph or at times even in the form of an oral presentation. A technical report is used whenever a full written report of the study is required whether for record-keeping or for public dissemination. A popular report is used if the research results have policy implications. A technical report is written for fellow researchers and therefore should be organised on a different footing altogether. In such a report, the researcher is expected to give a full account of the technical aspects, both in the sampling methods and the subject matter. Fellow professionals are more concerned about the methods employed. In fact, the value of the findings depends on the techniques adopted. The conceptual and analytical framework sample design should be adequately explained.

A technical report consists of the following aspects.

1. Major findings and contents: A technical report will contain the main findings just in two or three pages.

2. Nature of the research work: This describes the general objectives of the study, formulation of the problem in operational items, the working hypothesis, the type of analysis, data required, etc

. 3. Research methodology: This explains the various methods used in the study and their limitations. For instance, sample size, sample selection, etc.

4. Data analysis: The report analyses the data and their sources, characteristics and limitations. If secondary data are used, their suitability to the problem at hand is fully assessed. In case of a survey, the manner in which data were collected should be fully described.

5. Presentation of findings: The researcher presents his main findings of the study with supporting data in the form of tables and charts. This part is the main body of the report, usually extending over several chapters.

6. Main conclusion: Here, the main findings of the research are presented and the main body of the report, usually extending over several chapters.

7. Bibliography: This contains the main sources of secondary data.

8. Technical appendices: These contain all technical matters relating to questionnaires, mathematical derivations, elaboration on particular techniques of analysis and the like. The above format provides a general idea of the nature of a technical report; the order of presentation may not necessarily be the same in all technical reports. Therefore, the presentation may differ; the different sections outlined above will not always be the same, nor will all these sections appear in any particular report.

B. Popular report

This stresses on simplicity and attractiveness. Its writing is clear, with minimum statistical details and the liberal use of charts and diagrams. It has an attractive layout, large print size, many subheadings, and may be even some cartoons. Besides, it emphasises on the practical aspects and policy implications.

The following is the general outline of a popular report:

1. Major findings and conclusions: The report will have findings of practical interest and their implications.

2. Follow-up action: It will suggest follow-up action on the basis of the findings of the study in this section.

3. Objectives of the study: Here the problem is presented, along with the specific objectives of the study.

4. Methodology: Here, a description of the methods and techniques used, including a short review of the data on which the study is based, is provided.

5. Results: This is the main body of the report, presented in clear and non-technical terms with the liberal use of all sorts of illustrations such as charts, diagrams and the like.

6. Appendices: This consists of detailed information on the methods used, forms, etc. Appendices are generally not included if the report is meant for the general public.

A popular report emphasises on simplicity and policy implications from the operational point of view, avoiding technical details.

The following outline may be adopted while preparing the research report:

(I) The preliminaries Title page. Preface or foreword, acknowledgements. Graphs or illustrations, tables, charts. Table of contents.

(II) Contents of the report:

1. **Introduction Objectives of the study**, statement of the problem, hypotheses and definition of concepts. Review of literature and research studies. Time, place and materials of the survey. Scope, assumptions and limitations. Organisation and sampling procedures. Methods, tools and techniques employed for data collection.

2. **Analysis and presentation of results**: Report of facts— nature, volume and dimension. Statistical analysis of data. Summary of findings and recommendations.

3. **The reference materials**: Bibliography. Appendices - questionnaires/statistical tables etc. Glossary of terms Index

PHYSICAL LAYOUT OF THE REPORT

The manuscript should be typed or printed on unruled white paper, leaving one-and-a-half-inch margins on both the right and left sides (lateral sides) of the paper. There should also be a one-inch margin, top and bottom (vertical margin/header and footer). The paper should be neat, legible and printed in double-spaced lines preferably in the Times New Roman font with 12 point letter size. The physical arrangement of the paper gives a better appearance, which elicits more interest among readers.

PLANNING AND ORGANISATION OF AN ACADEMIC REPORT

Proper planning and organisation of study materials are important while preparing the research report. At the writing stage, a researcher will have accumulated a mass of data and information that will have to be prudently and carefully used. Well-conceived planning and organisation facilitates the writing

of the report, with a proper emphasis on the different aspects of the study. Planning involves each chapter and aspect of the report. It is nothing but the arrangement of ideas in a logical and coherent manner within the framework of the overall structure laid down.

Stages of writing an academic report

In general, there are six stages in writing a report. They are:

- Systematic analysis of the subject.
- Drawing the outline of the report.
- Preparation of the rough draft.
- Enrichment of the final draft.
- Preparation of the final bibliography.
- Finalising the complete draft.

Now we will discuss some of the important stages:

(a) **Finalizing the complete draft:** This is the first step in writing a report. The final draft should be written in simple language and in a concise and condensed form. The researcher must avoid vague expressions such as ‘it seems’, ‘may be’ and ‘could be’, abstract terminology and technical jargon. At the outset, the report should reflect the study’s intention to solve some intellectual problem and adding to the knowledge of both the researcher and the reader. At the same time, it should be written in such a way that it attracts the readers’ interest and shows some originality in presentation. Some researchers may incorporate the current trends in the field, common experiences, critical incidents etc. to strengthen and reinforce the findings of the research.

(b) **Formation of an outline:** An outline is a must while writing a report; it is like the skeleton in a human body. The outline of the study is made at two stages: once at the beginning of the study, which serves as a design of the study, and once before writing the report. The outline prepared for writing the report should be elaborate so as to include all important aspects that should find a place in the report.

The outline should be prepared at three stages: topical outline, paragraph outline and sentence outline. Topical outline: This includes the chapters and broad aspects to be included in each chapter. It is a skeleton outline. Paragraph outline: This includes all major paragraphs, indicating the central idea of each paragraph. Sentence outline: This does not imply writing of sentences. It merely involves points to be covered in sentences.

The following points need to be observed while planning an outline:

1. It should be as detailed as possible and should enable continuous writing.
2. It should not be vague and should not include such value phrases as ‘body’, ‘facts and figures’, etc, which give no direction to the report writing.
3. It should fulfil the considerations of chronology, topical unity, coherence and transition.
4. Each paragraph should contain one major idea.

Important parts of a report

1. **The preliminaries:** The following aspects should be highlighted in the first part of the research report:
 - a. Title of the report.
 - b. Acknowledgement
 - c. Preface
 - d. Foreword
 - e. Contents
 - f. List of tables and illustrations

2. The abstract: This is probably the most important part of the report because it may be the only part that some will read. It is a short summary of the complete project report. This enables those who are not sure whether they wish to read the complete report to make an informed decision. For those who intend to read the whole report, the abstract prepares them for what is to come.

An abstract should contain four short paragraphs with the answers to the following questions:

- a. How did I go about answering the research question(s)?
- b. What did I find out?
- c. What conclusions do I draw regarding my research question(s)? Smith (1991) lists five characteristics of a good abstract:
 - d. It should be short. Try to keep it to a maximum of two sides of an A4-size paper sheet.
 - e. It must be self-contained. Since it may be the only part of your report that some people see, it follows that it must summarise the complete content of your report.
 - f. It must satisfy your reader’s needs. Your reader must be told about the problem or central issue that the research addresses and the method adopted to solve it. It must also contain a brief statement of the main results and conclusions.
 - g. It must have the same emphasis as the report, with the consequence that the reader should gain an accurate impression of the report’s content from the abstract

- h. It should be objective, precise and easy to read. The project report contents page should give you the outline structure for the abstract.

Summarizing each section should give you an accurate resume of the content of the report. Do ensure that you stick to what you have written in the report. The abstract is not the place for elaborating any of your main themes. Be objective. You will need to write several drafts before you eliminate every word that is not absolutely necessary. The purpose is to convey the content of your report in as clear and brief a way as possible.

General Format of Research Report

1. **Introduction**
2. **Review of Literature**
3. **Methods**
4. **Results**
5. **Discussion**

Section 1: Cover Sheet (APA format cover sheet) optional, if required.

Section 2: Abstract (a basic summary of the report, including sample, treatment, design, results, and implications) (≤ 150 words) optional, if required.

Section 3: Introduction (1-3 paragraphs)

- Basic introduction
- Supportive statistics (can be from periodicals)
- Statement of Purpose
- Statement of Significance

Section 4: Research question(s) or hypotheses

- An overall research question (optional)
- A quantitative-based (hypotheses)
- A qualitative-based (research questions)

Note: You will generally have more than one, especially if using hypotheses.

Section 5: Review of Literature Should be organized by subheadings

Should adequately support your study using supporting, related, and/or refuting evidence

Is a synthesis, not a collection of individual summaries

Section 6: Methods

Procedure: Describe data gathering or participant recruitment, including IRB approval

Sample: Describe the sample or dataset, including basic demographics

Setting: Describe the setting, if applicable (generally only in qualitative designs)

Treatment: If applicable, describe, in detail, how you implemented the treatment

Instrument: Describe, in detail, how you implemented the instrument; Describe the reliability and validity associated with the instrument

Data Analysis: Describe type of procedure (t-test, interviews, etc.) and software (if used)

Section 7: Results

Restate Research Question 1 (Quantitative)

Describe results

Restate Research Question 2 (Qualitative)

Describe results

Section 8: Discussion

Restate Overall Research Question

Describe how the results, when taken together, answer the overall question

***Describe how the results confirm or contrast the literature you reviewed

Section 9: Recommendations (if applicable, generally related to practice)

Section 10: Limitations

Discuss, in several sentences, the limitations of this study.

Research Design (overall, then info about the limitations of each separately)

Sample

Instrument/s

Other limitations

Section 11: Conclusion (A brief closing summary)

Section 12: References (APA format)

Section 13: Appendix (Additional Details)

Key Considerations/Factors:

While preparing research report, following issues must be considered:

(i) Objectives

(ii) Type of problem/subject

(iii) Nature and type of research

(iv) Audience or users of research work

(v) Size of report

(vi) Form of writing – handwritten, typed, or computerized.

(vii) Time and cost

(viii) Language

(ix) Contents of report

(x) Order of contents

(xi) Number of copies

(xii) Format – type and size of paper; lengths width, and depth of report; and pattern of writing including paragraph, indent, numbering, font size and type, colouring, etc.

(xiii) Binding (for soft, and, particularly, for hard copy) – type, quality of material, colour, etc., related issues.

FIGURES, TABLES AND GRAPHS

Figures

Figures come in two types: graphs and images/diagrams. Graphs are typically used to present your data in a form that is easy for the reader to understand. Images and diagrams are more likely to be used to help explain concepts or theories. It is important to realise that figures do not act as

a replacement for text. You should still explain concepts and theories and present your data in written English. The figures help the reader to understand what you have written.

Figures Generally

1. **Purpose.** Before inserting a figure into your dissertation, ask yourself why you are doing so. If the answer is because it makes the report look better, or that you feel you ought to, then do not include it. Figures must *serve a purpose*. Graphs are used to present data that is complex, and not clear when presented in a table. They can also be used to emphasize certain aspects of your data. But if your dissertation is not richer for having a graph, then it should be discarded. Images and diagrams help to present complex ideas. Do your images/diagrams actually help? If not, you should discard them.
2. **Titling.** Your figures must be appropriately titled. All graphs, diagrams and images should be titled as **Figures**. These will be numbered consecutively throughout the dissertation: After the numbering, there should be a short and concise title. Titles for figures appear *below* the figure itself. An example of a titled graph is given below
3. **Connecting to text.** Whenever you use a figure, you must refer to it in the text. For example, “*The mean articulation rates for the different conditions are presented in Figure 1*” or “*Articulation rates varied by condition*”

Graphs Specifically

1. **Labelling.** Graphs are used to present data. They must be clearly labelled if the reader is to understand them. By labelling we are referring to the text inside the graph itself, and not the title. Broadly speaking, there are two pieces of information that should be labelled within the graph: (a) axes and (b) data series. the vertical axis is labelled “*Mean articulation rate (seconds)*” and the scale is indicated This tells the reader what the bars mean – the higher the bar, the greater the articulation rate for that condition. The horizontal axis provides information about the bars, and what conditions they represent. The two bars on the *left* are from the *motivationally similar* condition, and the two bars on the *right* are from the *motivationally dissimilar* condition. This graph also has a legend, which provides more information. It indicates that the *black* bars represent the *formationally similar* condition, and the *white* bars represent the *formationally dissimilar* condition.

2. **Colours.** If you have to use colours to make a graph clear, then you are probably including too much information. All graphs should be in greyscale, i.e. black, greys and white. You can also use patterns to help distinguish different columns, or different markers (such as circles, squares and crosses) when presenting line graphs. But you should **not use coloured graphs**.
3. **Amount of information.** Don't be tempted to put too much information in a single graph. You can always use more than one! Think about what you want the graph to say, and include just enough information for it to make that point. You can also group several graphs together.
4. **Graph format.** There are many types of graph format for you to choose from. There are also pie charts, stack charts, and many more. Play around and try out different formats when presenting your data, then select the format that best makes the point you are trying to make.

Images and Diagrams Specifically

1. **Purpose.** Diagrams can be very useful for explaining models and theories that you wish to include in your dissertation. But they are **not** a replacement for explaining and discussing those models/theories in English. Rather, the diagram helps to make things clearer, and can be referred to in your description. An example diagram is given below
2. **Copyright.** If you use an image or diagram that you have obtained from someone or somewhere else, then you must attribute it. This means you must indicate the source of that image/diagram. You must also ensure that the image/diagram is not copyrighted, or that copyright permission has been obtained where it is needed.

Tables

Tables are used to present information. That could be theoretical information, or data from your research findings. Here we will focus upon the latter – presenting your data. As mentioned previously, it is not usually appropriate to present your raw data in the Results section. Why? Because the information would be meaningless or difficult to extract. Tables require you to do some of the work for the reader. In a table you present a summary of your data.

SPSS - STATISTICAL PACKAGE FOR THE SOCIAL SCIENCES

SPSS means “Statistical Package for the Social Sciences” and was first launched in 1968. Since SPSS was acquired by IBM in 2009, it’s officially known as IBM SPSS Statistics but most users still just refer to it as “SPSS”.

SPSS is application software that is used as a statistical analytic tool in the area of social science like competitor analysis, market research, surveys, and much more. SPSS is a flexible and comprehensive statistical data management tool, and it is the most renowned statistics package that can easily perform complex data analyzes and data manipulation with ease. This designed for both non-interactive and interactive users. Before proceeding to the details of the uses of **SPSS**, let’s check the features, functionalities, and benefits of SPSS.

The features of SPSS

- It provides you various statistical capabilities.
- SPSS involves several editing tools and data management systems.
- It provides excellent reporting, plotting, and data presentation features.

Functionalities of SPSS

- Data Examination.
- General Linear Model.
- Correlation.
- ANOVA.
- Regressions.
- Cluster analysis.
- Time series.
- Graphics and graphical interface.
- Data Transformations.
- Descriptive statistics.
- Reliability tests.
- T-tests.
- MANOVA.

- Factor analysis.
- Probit analysis.
- Survival analysis.

Benefits of SPSS

- **Effective data management:** It makes the analysis of data quicker and easy as the program of this tool knows the exact locations of the variables and cases. This also reduces the manual workload of the programmers and users up to an extent.
- **Wide range of options:** It provides a wide range of charts, graphs, and methods to you. SPSS also has better cleaning and screening options for the data that is used for further analysis.
- **Wide range of storage:** The output of the SPSS tool remains separate from the other data. Or we can say that it keeps the data output in separate folders and files.

Uses of SPSS

Data organization and collection

Most of the researchers use SPSS as a data collection tool. In SPSS, the data entry screen seems similar to other spreadsheet software. One can enter data and variables quantitatively further; you can save the files as the data files. Besides this, one can manage their data in SPSS with the help of assigned properties of several variables.

Let's take an example of it, one can easily characterize a single variable as a nominal variable, and that particular information can be stored in SPSS. Now, when you access the specific data file in the future that could be in weeks, months, or even in years, then you will be able to find that the data will be in the same manner as you have managed it earlier.

Data output

In SPSS, when you collect and enter the data into the datasheet, one can easily generate the output files from the data. Because of this function, data output can be considered to be one of the best **uses of SPSS**. Let's take an example of it, and one can generate frequency distributions of the large data to know whether the data set is distributed normally, or not.

The supplied frequency data distribution can be displayed as an output file. In SPSS, you can easily transfer the data from the output files to the research articles that you are writing. Therefore, there is no need to recreate a graph or tables, and you can directly use them from the SPSS's output data files.

SPSS & Research and Data Analysis Programs:

SPSS is revolutionary software mainly used by research scientists which help them process critical data in simple steps. Working on data is a complex and time consuming process, but this software can easily handle and operate information with the help of some techniques. These techniques are used to analyze, transform, and produce a characteristic pattern between different data variables. In addition to it, the output can be obtained through graphical representation so that a user can easily understand the result. Read below to understand the factors that are responsible in the process of data handling and its execution.

1. Data Transformation: This technique is used to convert the format of the data. After changing the data type, it integrates same type of data in one place and it becomes easy to manage it. You can insert the different kind of data into SPSS and it will change its structure as per the system specification and requirement. It means that even if you change the operating system, SPSS can still work on old data.

2. Regression Analysis: It is used to understand the relation between dependent and interdependent variables that are stored in a data file. It also explains how a change in the value of an interdependent variable can affect the dependent data. The primary need of regression analysis is to understand the type of relationship between different variables.

3. ANOVA (Analysis of variance): It is a statistical approach to compare events, groups or processes, and find out the difference between them. It can help you understand which method is more suitable for executing a task. By looking at the result, you can find the feasibility and effectiveness of the particular method.

4. MANOVA (Multivariate analysis of variance): This method is used to compare data of random variables whose value is unknown. MANOVA technique can also be used to analyze different types of population and what factors can affect their choices.

5. T-tests: It is used to understand the difference between two sample types, and researchers apply this method to find out the difference in the interest of two kinds of groups. This test can also understand if the produced output is meaningless or useful.

PLAGIARISM

Plagiarism is the unethical practice of using words or ideas (either planned or accidental) of another author/researcher or your own previous works without proper acknowledgment. Considered as a serious academic and intellectual offense, plagiarism can result in highly negative consequences such as paper retractions and loss of author credibility and reputation. It is currently a grave problem in academic publishing and a major reason for retraction of research papers.

There are several reasons why plagiarism is taken seriously and many have to do with expectations for academic work.

1. Originality is important in academic writing

Academics try to add original contributions to human knowledge by finding gaps in research and by studying very specific topics in detail. As a student, you are not expected to make any big discoveries. However, a level of originality is still expected in your writing.

2. Questioning sources is expected, not a sign of disrespect

Perhaps you grew up learning that copying large portions of an author's text was a sign of respect for an author's expertise. In Canada, this action would be considered disrespectful. Ideas are other people's work, and should be acknowledged through citations.

3. Critical analysis is important

Your assignments will require you to analyze ideas from multiple sources, draw connections between them, and come to your own conclusions. As you read sources, you should ask questions about the text, even if it is a source written by an expert.

4. Academic writing is an ongoing conversation

In academic writing, authors respond to and build on what others have said before them. By citing your sources, you demonstrate that you "listened" to the conversation before coming to your conclusions and also make it easier for your reader to learn more.

5. Academic dishonesty devalues everyone else's hard work

How to Detect Plagiarism?

It is generally difficult to detect plagiarism, but information technology has made available few websites which can detect/catch plagiarism Besides this, learned and watchful reviewers and readers can detect it due to his/her familiarity with published material in his/her area of interest.

To avoid plagiarism,

- a) You must give credit whenever you:
- b) Directly quote another person's written or spoken words. ...
- c) Paraphrase another person's spoken or written words. ...
- d) Use theories, ideas, opinions, research, etc. ...
- e) Use historical, statistical, or scientific facts or data that are not your own.

Key Terms to Remember

Research Reporting is culmination of research investigation.

Technical Report is written for fellow researchers in which the researchers are expected to give a detailed account of the technical aspects both in sampling methods and subject matter.

SPSS - STATISTICAL PACKAGE FOR THE SOCIAL SCIENCES

Plagiarism is the unethical practice of using words or ideas

Important Questions

1. Define a research report and explain its purpose.
2. What are the characteristics of a research report? What functions does it perform?
3. What are the format requirements of a research article to be published in a professional journal?
4. Describe the considerations and steps involved in planning report writing work.
5. What are the various kinds of target audience for research reports? What may be their requirements?
6. Describe the layout or format of a research report.
7. Why is a 'review of literature' included in a research report? What is its purpose?
8. Describe briefly the various elements included in a research report.
9. Compare and contrast the findings and the conclusions of a research study.
10. What precautions should a researcher take while interpreting his findings?

11. What is a bibliography? What is its purpose?
12. What are the principles for the organisation of a research report?
13. What style characteristics are desirable while writing a research report?
14. Why are quotations used in a research report?
15. What are the two forms of quotations? When are they used?

MCQ – Questions

1. The introductory section of a research report should aim to:
 - a) Identify the specific focus of the study
 - b) Provide a rationale for the dissertation, or article
 - c) Grab the reader's attention
 - d) **All of the above**
2. What is the purpose of the conclusion in a research report?
 - a) It explains how concepts were operationally defined and measured
 - b) It contains a useful review of the relevant literature
 - c) It outlines the methodological procedures that were employed
 - d) **It summarizes the key findings in relation to the research questions**
3. Which of the following is not normally included in a written account of qualitative research?
 - a) An introduction, locating the research in its theoretical context
 - b) An explanation of the design of the study
 - c) A discussion of the main findings in relation to the research questions
 - d) **A decision to accept or reject the hypothesis**
4. Before submitting your dissertation, you should ensure that:
 - a) Your writing is free of sexist, racist and disablist language
 - b) Other people have read your final draft
 - c) You have proofread it thoroughly
 - d) **All of the above**
5. . What is a cross-sectional design?
 - a) A study of one particular section of society, e.g. the middle classes
 - b) One that is devised when the researcher is in a bad mood
 - c) **The collection of data from more than one case at one moment in time**

- d) A comparison of two or more variables over a long period of time
6. What is a 'grand theory'?
- a) One that was proposed by one of the major theorists in the sociological tradition
 - b) One that is highly abstract and makes broad generalizations about the social world**
 - c) An intermediate level explanation of observed regularities
 - d) A particularly satisfactory theory that makes the researcher feel happy
7. An important practical issue to consider when designing a research project is:
- a) Which theoretical perspective you find most interesting
 - b) Whether or not you have time to retiling the bathroom first
 - c) How much time and money you have to conduct the research**
 - d) Which colour of ring binder to present your work in
8. . You can manage your time and resources best, by:
- a) Working out a timetable
 - b) Finding out what resources are readily available to you
 - c) Calculating a budget for likely expenditure
 - d) All of the above**
9. How can you tell if your research questions are really good?
- a) If they guide your literature search
 - b) If they are linked together to help you construct a coherent argument
 - c) If they force you to narrow the scope of your research
 - d) All of the above**
10. Which of the following should be included in a research proposal?
- a) Your academic status and experience
 - b) The difficulties you encountered with your previous reading on the topic
 - c) Your choice of research methods and reasons for choosing them**
 - d) All of the above
11. Which of the following should you think about when preparing your research?
- a) AYour sample frame and sampling strate
 - b) The ethical issues that might arise
 - c) Negotiating access to the setting
 - d) All of the above**

12. What practical steps can you take before you actually start your research?
- a) Find out exactly what your institution's requirements are for a dissertation
 - b) Make sure you are familiar with the hardware and software you plan to use
 - c) Apply for clearance of your project through an ethics committee
 - d) **All of the above Answer:**
13. Why do you need to review the existing literature?
- a) To make sure you have a long list of references
 - b) Because without it, you could never reach the required word-count
 - c) **To find out what is already known about your area of interest**
 - d) To help in your general studying