

**Ministry of Higher Education**  
**University of Mohamad Kheidar Biskra**  
**Faculty of Humanities and Social Sciences**  
**Department of Social Sciences**

***Module: English***

***Level: first year***

***Lecture: Writing a Report***

***Teacher: Pro. Sedrata fadhila***

***Groups: 10 to 17***

## ***Writing a Report***

### **1- Definition of Report Writing**

A research report is a comprehensive document that presents the findings and conclusions of a research project. It serves as a vital tool for disseminating research results to various audiences, including academics, professionals, and the public. Typically structured in a formal format, a research report includes sections such as an introduction, literature review, methodology, results, discussion, and conclusion. The primary goal of a research report is to communicate the outcomes of a study clearly and accurately,

thereby contributing to knowledge advancement in specific fields. It also acts as a reference for future research and demonstrates the researcher's skills and expertise.

**In simple words:**

Research report is the systematic, articulate, and orderly presentation of research work in a written form.

## **2. Characteristics of Research Report**

A research report is a structured document that presents the findings, methodology, and conclusions of a research study. It serves as an essential tool for communicating research results to a wider audience, including scholars, practitioners. Key characteristics of a research report include accuracy, clarity, simplicity, and logical organization. Accuracy ensures that the information presented is based on credible data and free from bias. Clarity and simplicity make the report accessible to readers by using straightforward language and avoiding jargon. Furthermore, a well-organized report follows a logical sequence that guides the reader through the research process, from the introduction of the topic to the presentation of findings and conclusions. By adhering to these characteristics, a research report effectively conveys its message and contributes to informed decision-making within its field.



**Figure. 1.** Characteristics of research report (Chenini, 2024)

**1-Clarity:** The language shall be lucid and straight, clearly expressing what is intended to be expressed. For that the report has to be written in correct form and following correct steps.

**2-Optimal in Length:** The optimal length of a research report varies based on the topic and guidelines, typically ranging from **3 to 10 pages** (750 to 2500 words) for shorter studies, and **5 to 15 pages** (1250 to 3750 words) or more for extensive research. Key sections like the introduction and literature review have recommended lengths that contribute to the overall structure. It's important to follow specific institutional or publication guidelines to ensure clarity and effectiveness in communicating findings.

**3-Objective and Simple Language:** it refers to the use of *clear, straightforward wording* that conveys information without *ambiguity* or *complexity*. Objective language avoids personal bias and emotional language, focusing instead on facts and evidence. In research reports, using objective and simple language ensures that findings are communicated effectively, allowing readers to engage with the material without confusion.

**4-Clear Thinking and Logical Organization:** It involves presenting ideas in a *coherent and structured manner*. Clear thinking ensures that the content is *focused* and *relevant*, while logical organization *arranges information in a sequence that guides* the reader through the argument or findings. This combination helps readers easily follow the progression of ideas, understand the relationships between concepts, and grasp the overall message of the report. In research reports, this clarity and organization are essential for effective communication of complex information.

Engaging Style: it involves using *captivating<sup>1</sup> and accessible language to effectively communicate complex information*. This includes clear, concise wording and a narrative approach that presents the research as a compelling<sup>2</sup> story. By incorporating relatable examples and maintaining a logical flow, authors can sustain reader interest and enhance understanding. An engaging style not only makes the report enjoyable to read but also highlights the significance of the finding's report.

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<sup>1</sup> holding your attention by being extremely interesting, exciting, pleasant, or attractive

<sup>2</sup> If a reason, argument, etc. is compelling, it makes you believe it or accept it because it is so strong

**5-Clarity in Presentation:** refers to the clear and straightforward delivery of information in a research report. This involves using simple language, well-defined terms, and a logical structure to ensure that readers can easily understand the content. Effective use of headings and visuals can enhance clarity by breaking down complex information into digestible parts. Clarity in presentation is crucial for effectively communicating research findings and ensuring that the audience grasps the key messages without confusion.

**6-Coherence:** in a research report refers to the logical flow and connectivity of ideas throughout the document

**7-Readability:** The keynote of a report is readability. The style of presentation and the diction (use of words) shall be such that the readers find it attractive and he is compelled to read the report from the beginning to the end.' Then only a report serves its purpose. A report on the same subject matter can be written differently for different classes of readers.

**8-Best Composition Practices:** Chenini in his lectures of research methodology noted that best practices in writing refers to using correct grammar, maintaining an appropriate tone, and employing a clear writing style, ensures a polished and professional research report (2024).

**9- Inferences and Conclusions:** In a research report, *inferences and conclusions* are crucial for interpreting data and summarizing findings. Inferences involve drawing logical deductions from the

evidence, connecting results to broader implications, while conclusions synthesize these inferences into definitive statements about the research's significance. Together, they enhance the report's depth and provide readers with a comprehensive understanding of the research's impact and relevance.

**10-Proper References:** in a research report are crucial for acknowledging the sources of information and ideas that inform the research. using a specific referencing style, such as APA or MLA, is essential for maintaining academic integrity and clarity.

- **APA (American Psychological Association)** style is commonly used in the social sciences and emphasizes the date of publication, reflecting the importance of current research. In-text citations typically include the author's last name and the publication year (e.g., Smith, 2020), while the reference list at the end of the report is titled "References."
- **MLA (Modern Language Association)** style is primarily used in the humanities and focuses on authorship. In-text citations consist of the author's last name and page number (e.g., Smith 25), with a "Works Cited" page listing all sources referenced in the report.

**11-Attractive Appearance:** A report must be in the proper form. Sometimes there are statutory forms to follow.

**12-Error-Free:** in the context of a research report refers to the absence of mistakes in grammar, spelling, punctuation, and formatting. Ensuring that a report is error-free is crucial.

Once the stages of data collection, analysis, hypothesis testing, and interpretation are complete, the subsequent important phase in the research process is drafting the research report. This document plays a critical role in conveying the research findings to those who may utilize or benefit from them. It is essential that the report remains free from personal biases, external pressures, and subjective viewpoints, maintaining an objective stance without reflecting individual preferences. The primary goal of the research report is to address the specific needs of its intended audience

### **Types of Research:**



**Technical or Scientific Reports:** it communicates research findings to experts and professionals in a particular field.

- These reports include technical jargon, detailed methodologies, and in-depth analysis.
- They often have a standardized format for peer review.

They typically consist of structured sections such as a title page, abstract, introduction, methodology, results, discussion, conclusion, references, and appendices. Unlike peer-reviewed journal articles, technical reports may not undergo extensive independent review and are often considered "grey literature." Their primary purpose is to provide valuable insights and comprehensive information that can guide decision-making and further research in various fields.

**Popular Reports:** Popular reports are designed for a general audience and aim to inform, educate, or entertain on a wide range of topics.

They are widely used documents that serve various purposes in both professional and academic settings. These reports can be classified into different types based on their objectives, such as informative, analytical, or compliance reports. They are essential tools for communication, providing structured information that helps stakeholders make informed decisions.

**Survey Reports:** Survey reports include data collected through surveys and focus on presenting insights and opinions on specific issues or questions.

**Market research report:** Market research reports provide insights into consumer behavior, market trends, and industry analysis.



**Case Study Reports:** Case study reports focus on an in-depth examination of a single entity, often to explore complex, real-life situations.

**Analytical Research Report:** Analytical research reports involve a deep analysis of data to uncover patterns, trends, or relationships.

**Review or Literature surveys reports:** Literature review reports provide an overview of existing research on a specific topic, highlighting gaps and trends.

**Experimental research reports:** Experimental research reports involve controlled experiments to test hypotheses and determine if the results support or reject the hypothesis.

**Descriptive research reports:** Descriptive research reports aim to provide a comprehensive picture of a phenomenon, group, or situation. They seek to answer the “what” and “how” questions.

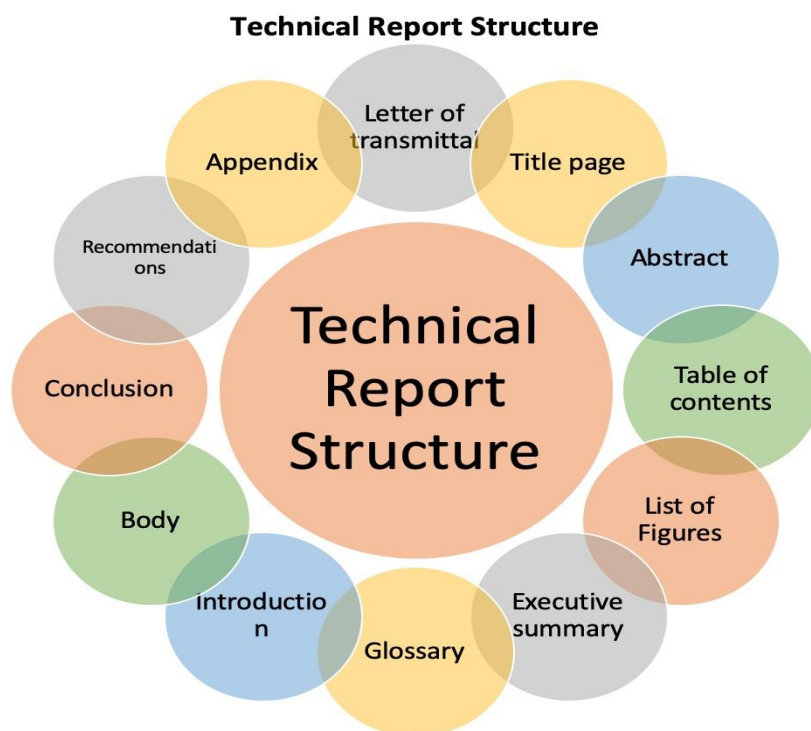
**Explanatory research reports:** Explanatory research reports seek to understand the relationships between variables and explain why certain phenomena occur.

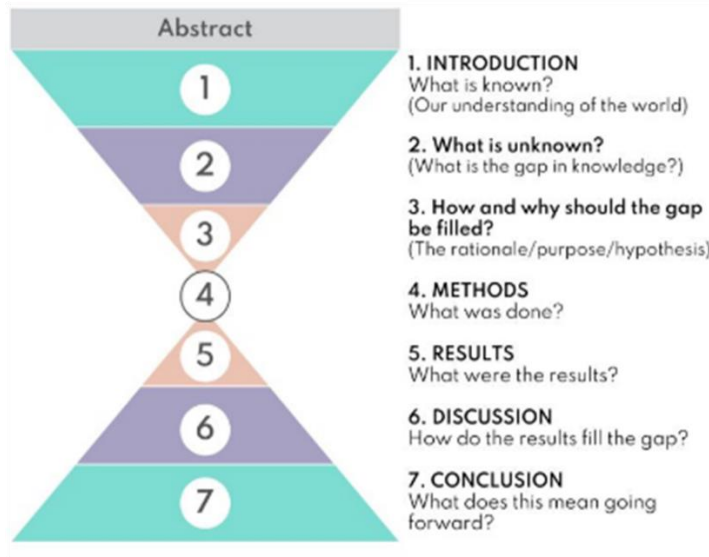
**Case study reports:** Case study reports focus on an in-depth examination of a single entity, often to explore complex, real-life situations.

### **Structure of the Research Report:**

The structure of a research report is essential for effectively communicating the findings and insights of a study. A well-

organized report typically begins with a Title Page, followed by an Abstract that summarizes the research's scope, methodology, and key findings. The Table of Contents aids navigation through the various sections, which include the *Introduction*, where the research topic and objectives are presented. Subsequent sections detail the Methodology, Results, and Discussion, culminating in a Conclusion that highlights the implications of the findings. Finally, references are provided to acknowledge sources cited throughout the report, along with any supplementary material included in the Appendices. This structured format not only enhances clarity but also ensures that readers can easily access and understand the critical components of the research.





The figure illustrates the **structure of a research report**, using a funnel-shaped design to represent the flow of information from broad to specific (Chenini, 2024).