

**Task 1: Learning from previous experience (sample projects)**

Go to the VLE page “Additional Material” Look through some of the sample **Primary Project Reports** that students have completed. Make notes on the following:

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| How many chapters are there?  |  |
| In what order are the chapters? |  |
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| Basically, what is the content of each chapter? |  |
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| What is the difference between the abstract and the introduction?  |  |
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| How did students get the data/information for their research projects? |  |
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| List some project titles. |  |
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**Task 2: The structure of a research report**

Discuss the following statements with a partner. Name the different sections of a research report based on what you observed from previous students’ work. Identify the word count required for each chapter for **your** project.

* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** The length should be approximately 150 – 250 words. It should only be written once the report has been finished. It is found on the first page after the report title and its purpose is to give the reader an overview of the entire report.
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** This should take up about 10% of the whole report and provide the reader with an overview of the topic and structure of project.
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** It is a good idea to choose a research topic that has some precedence, so that this can be comfortably written! It outlinesand *makes comments* on previous *academic* research carried out by other people in the same field. If possible, the more important researchers in the field may be identified. It may compare and contrast ideas and theories. It may identify gaps in the research. It should take up approximately 30% of the word allowance and identify your research questions.
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**This section explains how the research was done, describing each step in detail and giving the reasons behind any decisions made. The research questions identified in the literature review must be addressed. Any problems encountered must be discussed in the 20% word count.
* **\_\_\_\_\_\_\_\_\_\_** and **\_\_\_\_\_\_\_\_\_\_** This section could be divided into two separate parts, but may also be written as one chapter. This is the largest and most important part of the report (about 30%). Here, the results of the research are displayed, perhaps in tables and graphs, and described as well as discussed.
* **\_\_\_\_\_\_\_\_\_\_\_** This section should take up about 10% of the whole report and should not just repeat previous sections. The research questions identified in the literature review should be addressed. The aims and objectives in the introduction should be revisited and discussed e.g. to what extent you were able to fulfill your aims. Any anomalies or strange findings should be mentioned. Make some recommendations for improving your current research and carrying out future research.
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** This section is not included in your word count and contains the full details of all sources used in your research project. The Harvard system should be used in this research project. Only peer reviewed sources should be used (i.e. do not use Wikipedia.) *If you cannot find the author of written material, don’t use it as a source. Be selective with your sources.* Do not include this in the word count.
* **\_\_\_\_\_\_\_\_\_\_\_\_\_** These are found at the end of the report after the references. Each one may contain an item that is relevant to the report e.g. a blank copy of a questionnaire, a letter written to a business asking for data, a reply to that letter, an interview transcript. Each one must have a title e.g. Appendix 1: Questionnaire. Do not include them in the word count. **Not all reports will have them.**

**Complete the following table:**

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| **Chapter** | **Percentage of total word count (%)** | **Word count for this project** |
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