Finding, Evaluating and Processing information

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Report?

- Detailed examination of a situation or a problem
- Findings of an investigation
- Document prepared for a specific group containing facts in an objective and orderly manner.

For?

- Information
- Decision making
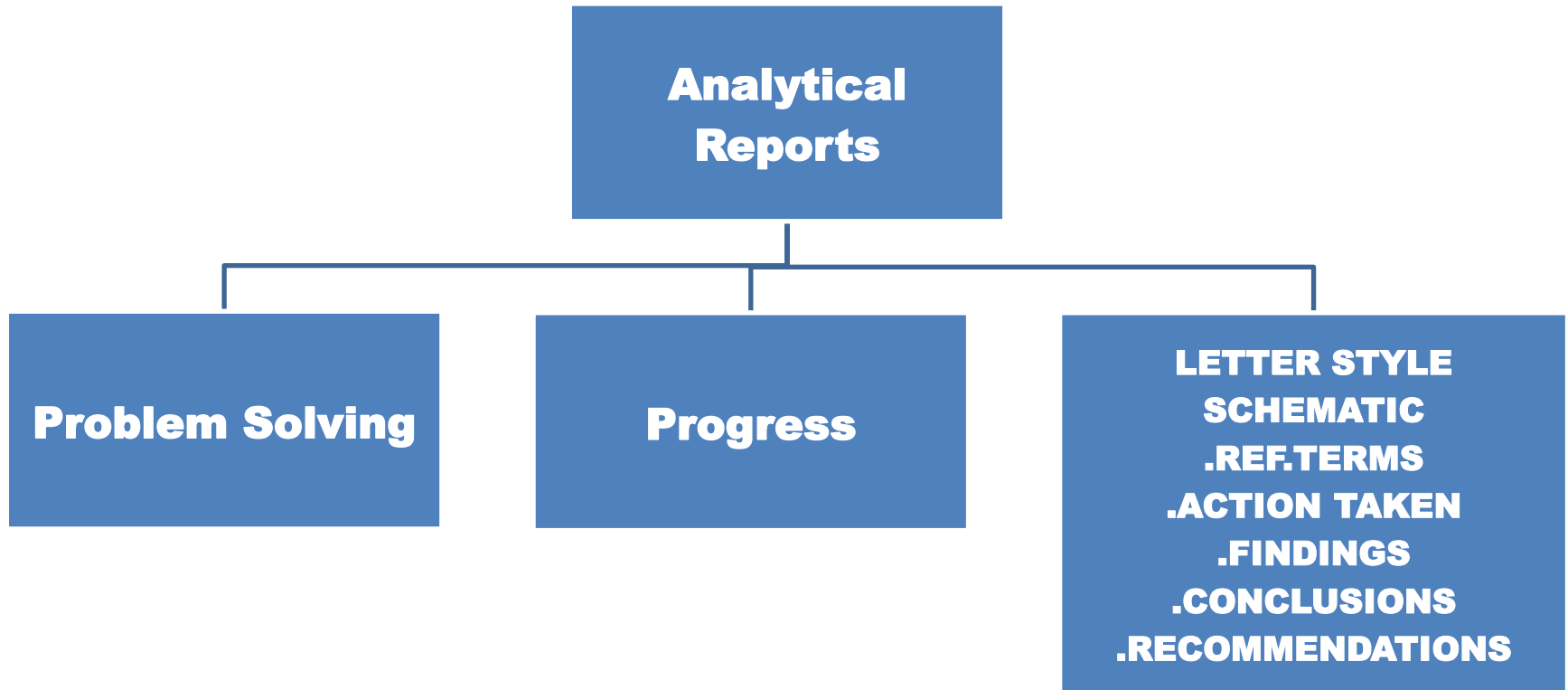- Analysis & Recommendations

Types of Reports

- Informational Reports
  (only information)
  Eg. Annual or Progress

- Analytical Reports
  (Conclusions/Solutions/Recommendations)
  Eg. Technical Report

Informational

Analytical Reports

Analytical Reports

Problem Solving

Progress

LETTER STYLE
SCHEMATIC
.REF.TERMS
.ACTION TAKEN
.FINDINGS
.CONCLUSIONS
.RECOMMENDATIONS

Structure of the Report

- Part-1

Introduction

. Part-2

The Main Body of the Report

. Part-3

Attachments / Reference material

Part 1

A. The Cover

B. The Title Page

C. Authorization

D. Acknowledgements

E. Table of Contents

F. Executive Summary/

G.   Synopsis/extract

Cover Page

- Title of the Report
- Author(s)
- Name of the organization to which report is related

Title Page

- Title
- Author(s)
- Date of submission
- Organization for which the report is prepared.

Authorization

This Report "………….." is submitted in partial fulfillment of the requirement of the two year ___ Program of _____.

or

The Report"….." is prepared as per the authorization by Mr. A.B.Singh, Chairman, ABC Ltd. Vide letter number _____ dated _____.

Acknowledgements

- Sources of information
- Publishers
- Persons who guided
- Everyone who helped in preparing the report

Table of Contents

- Serial Number

- Particulars

- Page Number

Executive Summary/ Abstract/Synopsis

- Report in Miniature

- Length to be one tenth of the Report

- Precise and Concise

Part 2

- Objective
- Introduction
- The Factors Considered
- Methodology/Procedure
- Interpretation / Analysis
- Theoretical Framework
- Limitations/Assumptions
- Findings/Results
- Conclusions / Recommendations

Part 3

1. Appendices / Annexures

2. Bibliography

   Author – Date Reference

   EX:PRASAD2002,pp 88-92/PRASAD et al…..

3. Foot Notes (Made at the end of the page)

4. Glossary

5. References

Guidelines

- A4 size paper
- 1" Margin-Top, Right, Bottom
- 1.5" Margin –left side
- Interline space- 1 OR 1.5
- Font Size 12 (Times Roman)
- Justify
- Headings
- Notation

Decimal Numbering System

- 1
-   1.1
-   1.2
-       1.2.1
-       1.2.2
- 2.
-   2.1
-   2.2
-       2.2.1
-       2.2.2

What Language should I use?

- Introducing the objectives
- These are some of the ways you can introduce your aims and objectives:

    1. The objective of the investigation was to…

    2. The experiment was carried out in order to investigate…

    3. The goal of this study was to…

    4. In this study we investigated whether…

Key word

- As with the Title, you should find a key word that focuses on the primary activity of the study. Think about exactly what you wanted to achieve:

  1. Do you want to identify a value? Use to determine, to calculate, to measure.

  2. Do you want to test or investigate a system or a machine? Use to analyse, to identify, to test, to design

Planning Research

- Familiarize with the subject to frame insightful questions
- Identify critical information gaps
- Prioritize research needs
- Check ethics and etiquette

Familiarizing with the subject

- Table of contents, indexes – broad subject area
- Industry publications and blogs
- Trending topics – twitter,linkedin
- Competitor's websites
- Interviewing experts

Defining the purpose

- Write the subject as a question – problem statement defines purpose
  - Deductive method for quantitative and inductive for qualitative
  - Define a research problem: the specific issue, difficulty, contradiction, or gap in knowledge that you will address.
  - Practical problems aimed at contributing to change, or theoretical problems aimed at expanding knowledge.
  - What are the ways to re charge underground water?
  - What is the impact of reverse repo rate on your loans?

Identifying information gaps

- Understand the problem in depth
- Use information already available on the subject

Prioritizing Research Needs

- Need to know

- Nice to know

Evaluating sources

- Honesty and reliability
- Author
- Credibility
- Biased?
- Relevant?
- Evidence
- Source of the article(info)
- purpose

Sources

- Libraries
- Newspapers and periodicals
- Business books and directories
- Almanacs (statistical info about countries)
- Government publications
- Databases

Search methods

- Time of publication
- Different search engines
- Variation of terms
- Look beyond the first page

Documenting sources

- Permission needed
- Give credit

Conducting primary research

- Surveys
  - useful when reliable and valid
  - Representative sample population
  - Online surveys more useful
  - Clear instructions and no amiguity
  - Types of survey questions
    - Open ended
    - Close ended
    - Multiple choice
    - Check list
    - Ranking
    - Short answer

Conducting primary research

- Interviews
  - Open ended questions
  - Plan sequence logically(uncover layers of information)
  - During interview additions
  - End of interview observation notes

- Observation
- Experiments

Processing data and information

- Quoting
- Paraphrasing
- Summarising
- Analyzing numeric data(mean, median and mode)
- Spot trends
- Causation
- Cross tabulation
- Avoid faulty comparisons and over analysis

Difference between conclusions and recommendations

- Conclusion – logical interpretation of research results
- Recommendation – suggested course of action

Adapting to audience

- Audience sensitivity
  - You attitude
  - Maintaining etiquette
  - Emphasize on the positivity
  - Use bias free language
- How do you make audience accept message?
  - Use headings and links
  - Use previews and reviews
  - Use transitions

Headings

First level/FIRSTLEVEL/First Level

Second level

Third level

Adapting to audience

- Transitions – words, sentences, complete paragraphs(as you can see, first second third, however,
- Previews – when information is complex, unexpected , unfamiliar
- Reviews – summarize information recorded
  - Multiple review sections for long reports
- Previews and reviews – sentence and bulleted format

Adapting to audience

- Language and content
  - Online content long life
  - Content and tone to address unintended audience too.
- Style and tone
    - Known audience – greater acceptance, informal tone
    - Long reports, complex subjects – formal tone

Drafting Reports

- Before the first draft
  - Review outline
  - Review headings sub headings
  - Decide on technological tools
  - Embed graphics, spreadsheets

Drafting Reports

- Three sections – Introduction, Body, Close
- Length of sections depends on
    - Type
    - Purpose
    - Structure
    - Content depth
    - Relationship with audience