Formal Research Report  
as Research Outcome

**Max. 2000 words** (Not including references, appendixes and headings).

**A Formal Report** is one way in which you might present your **Research Outcome** for your Research Project. This type of format will take your readers through your research processes whilst highlighting **key findings** that you discovered along the way (Ie. After researching X, Y and Z was discovered).

Formal Reports are **written in the third person and are generally impersonal and matter of fact** (Eg. “These are my results.. it means…” NOT “I think that this says this…”)

**Below** is a generally accepted **basic format** of a formal report (but you might choose to **adapt this template to suit your own style and topic.**

**Some options** include, using (where appropriate):

* **Graphs of your surveys or test results**
* **Graphics or designs**
* **Photographs or picture**

Longer formal reports can use a **slightly complicated number system**, which makes it easier for readers to read and refer (Eg. Finding 4.21 of the Fitzgerald Report found that…). As your report will not be that long (under 1500 words) you can use a simpler numbering system. However, if you are interested in using a number sequence, numbers run as follows: Chapter 1, Section 1.1, Subsection 1.11, Paragraph 1.111, Paragraph 1.112 etc or sometimes Roman numerals are used.

**Choose a number and heading system that is simple to understand for you and your readers.**

**References – make sure you Reference your research throughout the report in text (using the Reference tab on Word will help) and include a full Reference list (or Bibliography) at the end of the report.**

**Appendixes** are like stapled attachments to your Report , where including them in the main body of your Report would be confusing

Title Page

RESEARCH PROJECT TITLE

BY STUDENT NAME

SACE Registration Number.

Table of Contents (Make sure that this has its own page, include page numbers).

1. Project Details
   1. Aims of research
   2. Research Question / Refined Topic
   3. Rationale
2. Research Methodology
3. Participants
4. Findings
5. Summary and Recommendations
6. References
7. Appendices

Appendix 1:

Appendix 2:

Appendix 3:

Appendix 4:

Appendix 5:

1. Project Details
   1. Aims of research (1-2 paragraphs)

In this section discuss the whole purpose of doing this research (other than just passing the Research Project). What were you trying to find out or investigate?

The purpose of this research was to…

* 1. Research Question / Refined Topic (1 paragraph)

State your refined questions or topic.

* 1. Rationale (1 paragraph)

Why would this research be useful or interesting to you or others?

1. Research Methodology (state each process you used and briefly what you learnt about your topic from each, this section might be merged with Findings under the same heading)

Eg. Survey

Internet Research

Interview of…

Etc etc.

1. Participants (1-2 paragraphs – if used surveys etc)

If you chose to survey or interview people for your research, briefly state their background (age, qualifications, male, female etc as relevant to your research).

1. Findings (1-5 paragraphs, depending how much information you discovered)

List the main findings in order of importance

1. Summary and Recommendations

Summarise the key findings and if appropriate make some recommendations for others. If more than one recommendation, list them: Recommendation 1, 2, 3 etc. The clear and precise, some Recommendations might only have one sentence. Eg. “Year 12 students need to develop their own individual study patterns to cope with stress that suits their own circumstances.”

1. References You can use the Bibliography also.. Use either the References Tab in Microsoft word or the SLASA Online Reference Creator:
2. Appendices This might include a copy of your survey/s, graphs, letters etc etc. and you should refer to these in the rest of your report (Eg. See Appendix 1)