

Topic No 4 Preparation of Report and recommendations

Definition of a report A report is the written form of an activity. It is an outcome of a designated set of activities. The success of a scientist does not solely depends on his or her ability to carry out research work but it depends on his /her ability to communicate the outcome of the research work to his colleagues and other end users of scientific results. One important avenue of scientific communication is preparation and writing of the results of findings. In the training and development of a scientist, he or she will be expected to be involved in one or more report preparation, writing and presentation. The various reports that are prepared and presented include:

- (a) Seminar paper
- (b) Conference reports
- (c) Newspaper and magazine reports
- (d) Extension manuals,
- (e) Newsletters and scientific Bulletins
- (f) Textbooks and book chapters
- (g) Research project proposals
- (h) Journal Research manuscripts

Each of the above forms of writings has their specific uses, specific audience and specific avenue of presentation. What is however common to all is that they depend on the targeted audience. Effective writing and preparation involves knowing how to write to reach the target audience. 20 | Page

A typical technical

report has the

following progression:

Figure 1: Report

structure

