

# **Module 12 Action Research**

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## **Unit 12.4      Completing the Research Report**



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# Introduction

## About this unit

Welcome to the unit on completing the research report. We hope that you will find the study of this topic to be informative and interesting.

This unit introduces aspects that relate to Chapter 4 and the reporting of the research findings and conclusion. It presents format considerations that must be adhered to throughout the entire report.

## How to use this manual

The manual is designed to facilitate the development and application of research and writing skills. You should work through it at your own pace in the order presented.

This unit includes ***activities***. These are designed to reinforce the information and to enable you to develop and practise the content.

***Answers*** to some of the activities are provided at the back of this manual. Check your responses as soon as you complete an activity.

An ***assessment tasks*** is provided at the end of the unit. This is designed to assist you in the achievement of the learning outcomes for this unit.

## How you will be assessed

Assessment of this unit will take the form of: a ***written assignment***, which will cover the content, outlined in this unit.

This should be completed with guidance from your tutor. In addition, this assignment will enable you to apply the skills discussed in this unit.

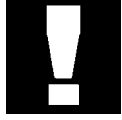
Please contact your tutor when you are ready to start the assessment.

## Finding your way

As you work through the text you'll see symbols in the left margin of some pages. These 'icons' will guide you through the content.



Read



Important- take note!



Activity



Assessment task



## Competency

The resources for the TVET curriculum are competency based. The competency for each unit is expressed as a number of learning outcomes and assessment criteria.

The assessment criteria specify what you must be able to do to show you have gained the knowledge, skills and attitudes needed to achieve each learning outcome.

Each unit has specified assessment criteria. **Recognition of prior learning** is encouraged. If you feel confident that you have the necessary level of competence to successfully complete the elements shown below, you may be able to take the assessment.

## Learning outcomes

When you have completed this unit you will be able to:

- Report on the research findings.
- Write conclusions to the research report.
- Adhere to format considerations throughout the research report.
- Complete the Bibliography and Appendices.
- Compile the research report.

## Assessment Criteria

- Report on the implications of the research findings on the curriculum implementation process.
- Draft Chapter 4 of the action research report.
- Write an Abstract of the report.
- Develop the complete Bibliography.
- Compile the complete action research report.

## Other resources you may find useful

- Altrichter, Herbert, Posch, Peter and Somekh, Bridget. (1993). Teachers Investigate Their Work, Routledge.
- Cohen, L & Manion, L. (1985). Research Methods in Education. London: Croom Helm.
- McNiff, Jean (1992). Action Research: Principles and Practise. Routledge.
- Winter, R. (1996). Some Principles and Procedures for the Conduct of Action Research in O. Zuber-Skerritt (Ed.) New Direction in Action Research. London: Falmer Press.





# Section 1



## Completing the research report

### The findings and conclusion

When you are reporting the results, it must be done within the context of the research questions in an attempt to answer each question.

You must consider the implications that the action research results have had on the teaching and learning process and the beneficiaries in all instances.

If no improvement is observed, this must be reported. In addition, methodological limitations are stated.

Findings must be related to the literature, areas for further research and target populations.

Your reflections on the Action Research process, its importance and benefits to the teacher's professional practise should be part of the concluding statements to your project.



### Activity 1 Findings and Conclusion

1. List some details that you will place within the *findings* of your action research report.
2. List some details that you will place within the *conclusion* of your action research report.

***See page 10 for suggested answers.***



## Format considerations throughout the research report

- First person and stereotyped forms are avoided.
- Avoid biased or emotional statements.
- Adhere to rules for syntax, sentence structure and spelling.
- The report must be neatly produced and the format conforms to the American Psychological Association guidelines.
- **Line spacing** – the text must be double-spaced.
- **Margins** – leave uniform margins of 1.5 inches at the top, bottom, right and left of every page. Uniform margins are also desirable.
- **Font** – 12 point, preferably Times New Roman or Arial.
- **Page numbering** – number all pages. Arrange the pages as follows:
  - title page with the research title, author's name and affiliation
  - abstract (separate page)
  - text (start on a new page)
- **Paragraphs and Indentation** – Indent or block the first line of every paragraph.
- **Quotations** - Short quotations of 40 words or fewer should be incorporated into the text and enclosed by double quotation marks (“”). Long quotations must be displayed in a block indented five spaces from the left and right margins.
- **Bibliography** – The bibliography must list all references that were cited in the body of your Action Research report.

If you used the bibliographic format suggested at the time you made bibliography cards or note sheets for your literature review, the items should then be placed in alphabetical order and typed.

The bibliography should follow the text. The recommended style manual – Publication Manual of the American Psychological Association – should be used in the organisation of the bibliography.

- **Appendices** are used to present information that is not critical to the study but will be of interest to some readers. They include tables, detailed data or lengthy quotations.

The pages of the appendices section should be carefully numbered.



## Activity 2 The Bibliography

Develop bibliography listings for

- a journal article
- a book reference.

*See page 10 for suggested answers.*



- ***The Abstract*** is a summary of all aspects of the Action Research project.

Begin the abstract on a new page, and identify it with the title and the number 2 (page number) typed on the upper right hand corner of the page.

Type the word ABSTRACT in uppercase letters, centred, at the top of the page.

Type the abstract itself in paragraph form.

- ***Layout*** – The sequence for the layout should be as follows:
  - Title Page
  - Abstract
  - Table of Contents
  - Chapter 1
  - Chapter 2
  - Chapter 3
  - Chapter 4
  - Bibliography
  - Appendices (if any)



## Activity 3 The abstract

Outline the plan of the essential elements of the abstract section of an action research report.

*See page 10 for suggested answers.*



## Summary

In this section we explored the findings, conclusion, format consideration and compilation processes of the action research report.

**Findings** – the reporting processes with regard to the outcomes of the study.

**Conclusions** – the implications, benefits that are to be derived, the impact on teaching and learning within the school/institution.

**Format Considerations** – guidelines that relate to the layout and compilation of the report.

**Bibliography** – a complete list of all references that were cited within the report.

**Appendices** – end tables, detailed data or quotations placed within the final pages of the report.

**The Abstract** – a summary of all aspects of the Action Research Project.

### Layout Sequence

- Title Page
- Abstract
- Table of Contents
- Chapter 1
- Chapter 2
- Chapter 3
- Chapter 4
- Bibliography
- Appendices (if any)



#### **Activity 4**

#### **Check your progress**

Develop Chapter 4 of the Action Research project by utilising the section headings.

The research findings are \_\_\_\_\_

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The conclusions are \_\_\_\_\_

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Two bibliography listings are \_\_\_\_\_

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The following items will be placed within the Appendices \_\_\_\_\_

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The Abstract plan includes \_\_\_\_\_

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## **Suggested solutions to activities**

### **Activity 1 –page 5**

#### Findings and Conclusions

There are no suggested solutions to this activity. You should discuss your responses with your tutor or a colleague to get their opinion.

### **Activity 2—page 7**

#### The Bibliography

There are no suggested solutions to this activity. You should discuss your responses with your tutor or a colleague to get their opinion.

### **Activity 3—page 7**

#### The Abstract

There are no suggested solutions to this activity. You should discuss your responses with your tutor or a colleague to get their opinion.



## **Assignment No. 12.4-1**

You are now required to do the Assignment 12.4 – 1 that will be found at the end of this unit or distributed by your tutor.



## Assignment No. 12.4-1

**To be completed and returned to your tutor for assessment.**

**This is an open book assignment and you may refer to whatever references you have at your disposal.**

**Name:** \_\_\_\_\_ **Due Date:** \_\_\_\_\_

1. Develop Chapter 4 of the action research project. Aim for a maximum of 400 words, the equivalent of two (2) word processed pages.
2. Complete the Bibliography and the Appendices sections of the action research report.
3. Write a one (1) paragraph Abstract for the action research report.
4. Compile the action research report.