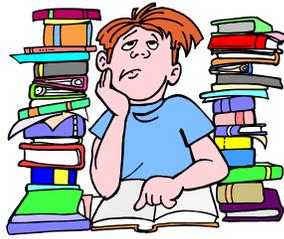


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## Process Analysis Task 5: Tackling the production of the report.



Reporting the outcome of your enquiry is an essential part of carrying out research. This allows others to access your findings and to see how you have chosen to interpret these findings. So it is important to devote thought in advance to planning your report writing.

We probably all have a complication to anticipate in terms of vocabulary, as soon as we talk or write of “report writing”. People often talk or advise about this aspect of the job in terms of what the end result should look like, contain, and convey. Certainly, when you are awarded a mark for a report, it is the final written result which the examiners will judge. But for many of us, not only students, the real challenge can be to *assemble* the report – to start thinking about what to put into it and what to leave out, to worry over how to convey what we feel we should be reporting, to work our way into a writing style that is businesslike without being pompous, informative without being colloquial, clear without being lengthy, succinct without being obtuse. We know what we have to produce; our problem is producing it. And perhaps our biggest problem is to get started!

At this point in the project, you and your group should have a fairly clear idea of where you want to get to, with the final form of the report. For the report that you are required to produce for this module will be based on a Social Science report format. As your project involves you in gathering primary data, the report will be based on the standard format for an empirical report. There is specific guidance on how to write such [report](#) and there is also guidance in your set text. Moreover, you are also likely to have already had to write reports on projects that you have carried out in previous modules. For that reason your preparation for the next group meeting should explore both the formal guidance provided and your own more personal past experience of receiving feedback on what was sound, and what was weak, in your own reports.

Before you meet with the group and discuss how to tackle the writing of the report you should identify one or two occasions in the past when you have had to write these kind of reports. (It would help if you could actually identify a specific report and the accompanying feedback, but this is not essential). Note down:

- the strengths of the final version of your report
- the weaknesses of the final version of your report

- the advice and guidance that you got which suggested how you might improve on the final version of your report
- the difficulties which you recall from these experiences, or which you already anticipate in respect of the report on the current project
- then consult the guidance given in this module on how to tackle this report and write guidance to yourself on how you feel the production of the report should be tackled by the group
- what might be the most effective contribution that you can make (e.g. if your strengths is in analysing data maybe you can offer to that group that you undertake this task)

The group, at the group meeting, should then consider what the requirements are in terms of reporting on your project. Each member, drawing on the guidance they have written to themselves, should contribute towards the discussion on how to tackle this report. There are a number of issues that you - the group - will need to consider in addition to ensuring that you understand the requirements of the report:

- do we allocate separate sections to different members of team to write?
- if different sections are written by different people how do we ensure that the report is coherent and in the same style?
- do we ask one member of the group to write a draft and then use the rest of the team to comment on the report?
- if one member writes the report how should the comments of the others be used (e.g. if the comments on one particular section by two different people make different suggestions)?
- how can we balance workloads and contributions?

The minutes of your meeting should be posted on the Discussion board. These minutes should follow the standard format but should also include a statement on how you have decided to tackle the write up of the report. Your tutor will comment on these minutes, as may members from other groups.

## Process Analysis

While you are engaged in this task, write and send to your commenter a 300 - 400 word account in which you think through the answers to one or more of these questions, whose answers are likely to be of immediate use to you:

- How are **we** tackling the drafting and finalising of the report of our project?
- What is working well for **us** in this process and why?
- What is problematic for **me** and why? How might I overcome that problem?

- What am *I learning* from this that *I can use* next time I have to write an empirical report, in a different context (such as next semester in the Interdisciplinary project)?

Submit this process analysis to your commenter by the date set out in the Course Calendar.

## **Stage 2**

Following the completion of writing the report you should you should each review the way that you tackled your part in the production of the report. Use the comments from the group on this task and the tutor comments from the Discussion when you do so. You are likely to want to use this review in your [Critical Review](#)