GUIDELINES TO WRITE A REPORT

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Content of Proposal

- Your report should include :
  - Title
  - Background
  - Problem statement
  - Research Questions
  - Objective
  - Scope
  - Literature Review
  - Theoretical Framework / Methodology
  - Experimental Results
  - Discussion and Analysis
  - References

Choosing the right research topic and creating a title

- The title should be concise and descriptive.

- In this section we will help you to decide about what topic you want to write your report. We will also discuss the factors that you have to take in account when you choose a topic.

- It is very important to choose an interesting topic because you will work on this topic for quite some time. Off course this section will be less voluminous for students who already have a (precise) idea about what their topic will be.

Choosing the right research topic and creating a title

- Brainstorm and select a few topics;
- Think about your choices (taking in consideration a few important factors);
- Consult people who are familiar with the topic;
- Motivate your choice of topic;
- Create your (temporary) title for your report and get inspiration from examples.

Background and Rationale/ Problem statement

- This section needs to explain the background and issues of your proposed application - how you came to be interested in this subject.

- You can summaries what you know of the existing literature in this area, perhaps identifying where it does and does not provide enlightenment on what you are interested in.

- Most importantly, you must make a convincing case as to why your application would create valuable and useful in communities.

Objective

- What are research objectives?
- Why should research objectives be developed?
- How should you state your objectives?

Why should research objectives be developed?

The formulation of objectives will help you to:

- Focus the study (narrowing it down to essentials);
- Avoid the collection of data which are not strictly necessary for understanding and solving the problem you have identified;
- Organize the study in clearly defined parts or phases.
- Properly formulated, specific objectives will facilitate the development of your application.

How should you state your objectives?

- It is important that your objectives are stated in a good way. Take care that the objectives of your study:
- Cover the different aspects of the problem and its contributing factors in a coherent way and in a logical sequence;
- Are clearly phrased in operational terms, specifying exactly what you are going to do, where, and for what purpose;
- Are realistic considering local conditions;
- Use action verbs that are specific enough to be evaluated (Examples of action verbs are: to determine, to compare, to verify, to calculate, to describe, and to establish). Avoid the use of vague non-action verbs (Examples of non-action verbs: to appreciate, to understand, or to study).
- Keep in mind that when the project is evaluated, the results will be compared to the objectives. If the objectives have not been spelled out clearly, the project cannot be evaluated.

TASK to DO

- Brainstorm about your research objectives;
- Identify your research objectives;
- Generate general and specific actions;
- Formulate general and specific research objectives;
- Do a self-check.

Scope

- Determine your limitation your research

Searching literature

- Searching, selecting and reading literature is a key aspect of scientific research. The choice of literature is very important when writing the theoretical framework of your report. As a student you should be very critical in judging the quality of each source you find.

- http://www.ctu.edu.vn/guidelines/scientific/thesis/

Experimental Result

- The results should be shown in Figures or Tables, nice graphical user interface, that will lead you to conclude that the hypotheses are proved or disproved.

References to Project Description

- All references should be complete (including titles and co-authors), and should conform to an acceptable journal format.