



Guidelines for research report project preparation

Three types of projects

Problem Solving. In this type of project you identify a problem, prove the problem exists, collect information about the problem, and offer the solution(s) to the problem. The solution can be yours or someone else's. If it belongs to someone else, you have to give him/her credit.

Exposition. Telling about something. This project is just what the name says. You simply tell about something thoroughly as you can.

Demonstration. Showing how. In this type of project, you tell and show how to do something.

The Research Report

Once you select a topic, you will begin your research. Follow these steps:

1. Go to the library, check out the internet, interview people, etc. If you find too much information, you may need to narrow your topic. If you don't find enough information, talk to a librarian or other resource person. You may need to broaden your topic.
2. After you have gathered your information, organize it in form of an outline. This will help to keep you focused as you write your report.
3. Write the rough draft (sloppy copy) of your report. Check spelling and grammar. Have one of your parents edit it before bringing your sloppy copy to school for your teacher to read.

A research paper is a detailed report. It should show how much effort went into your project and should tell exactly what your project accomplished. It is the most important part of your project. Your report should include:

- A **title page** which should include your project's title and presentation date. Your name should **not** be on the title page.
- An **introduction** which tells why you chose the topic and what you hoped to learn. Your purpose should be clearly stated.
- Write the **body** of the paper in your own words. The body includes answering your questions, or finding solutions to your problem, or information you have discovered in your research. This would include interviews, surveys, and any other information you have gathered.
- The **conclusion** you have reached and a summary of your data and/or research.
- A **bibliography** or reference page