Course Of Preparation and Writing Scientific Reports

(208 AP)

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Scientific and business Writing

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Preparation And Writing of Scientific Reports

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Firstly Preparation

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Collection of Data, information

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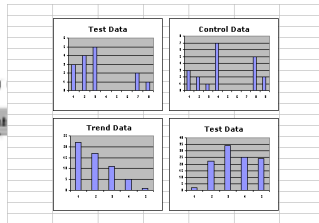## Read the References and the Available information

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Data management and scheduling

Information is created from

Analysis of data

✓ **Quantitative (the amount and direction)**

✓ **Qualitative (the direction)**

A Vision of The Form of Research or Report

Secondly Writing

Writing The Contents of The Report or Research

Rough Draft

ROUGH DRAFT

Final Draft

Linguistic and Editing Errors Revision

Publication or Presentation

IMRAD

I: Introduction
M: Materials & Methods
R: Results
D: Discussion

Introduction

What is the problem that will be studied?

Materials & Methods

How the problem will be studied?

Results

What is the evidence and the results obtained?

Discussion

What these results mean?
And How it is explained?

Different types of scientific literature

1. Thesis or Dissertations
2. Periodicals
3. Articles
4. Journals
5. Abstracts
6. Reviews
7. Recent Advances

The preparation of the paper at the graduate level

Research could be divided into three types:

- Exploration of the facts and getting them.
- Critical explanation.
- Full search (both types).

The objective of the preparation of the paper at the graduate level

- Training students to scientific thinking and free criticism.
- Training students to express their ideas and the ideas of others effectively in an organized and scientific way.
- Demonstrate the efficiency of the student in the subjects not covered in the lectures.

The objective of the preparation of the paper at the graduate level

- Learn how to use the library.
- The development of the student on the selection of facts and ideas relevant to the topic.
- Develop the skills of self-learning.

Steps to conduct a search at the graduate level

1. Choice of subject.
2. Reading and the development of the initial research plan.
3. collection of resources.
4. Read information and then recording and management.
5. Writing research.

Parts of scientific research or report

1. Title
2. Author (s)
3. Abstract /Summary
4. Introduction
5. Material & methods
6. Results
7. Discussion
8. Acknowledgment
9. References

Parts of Scientific Thesis

1. Title
2. Accreditation
3. Dedication (optinal)
4. Acknowledgment
5. Contents
6. Table List
7. Figures List
8. Introduction

Parts of Scientific Thesis

9. Review of Literature
10. Results
11. Discussion
12. Conclusion
13. English Summary
14. Review
15. Arabic Summary
16. Appendix
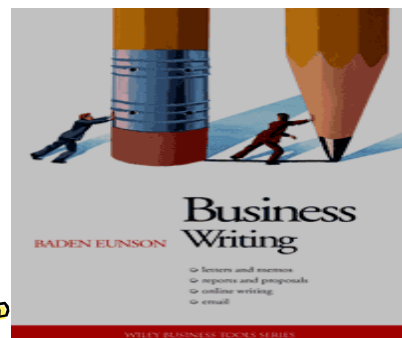
After studying this lecture, please visit the library and be aware of the **Parts of scientific research or report** and Parts of Scientific Thesis **(copy the two covers)**

Business report writing

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- The purpose of a **Business report** is to communicate information to assist in the business decision making process.
- Some reports might propose solutions for business problems or might present relevant information to assist in the problem solving process.
- A Business plan is a kind of report which serves to communicate the Business model, Business management model and the commercial objectives of a business.

Steps of Writing A Business Report

1. Determining the scope of the report.
2. Understanding the Target Audience.
3. Research to collect supporting information.
4. Formatting and organizing the report.

Determining the scope of the report

- In this step you have to determine the scope of the report.
- This process would involve what topics would be covered in the report and what elements are not necessary.
- This step would also help to determine how detailed the report would be.

Understanding the Target Audience

- A target audience, or target group is the primary group of people that something, is aimed at appealing to. A target audience can be people of a certain age group, gender, social status.
- Without knowing the target audience, a company's advertising and the selling efforts can become difficult and very expensive.

- In this step potential requirements of the Targeted Audience have to be considered and the target audience has to be identified.
- **Questions such as:**
1. Who will use the report?
2. Educational level of the audience?
3. Knowledge level of the reader?
4. What is the reader expecting from this report?
5. What should be the level of technical complexity?

Collection of Information

- All previous reports, surveys and publications about the topic should be studied.
- A lot of reports would require some form of Data collection. Many times investigative research might be needed.
- It is important that the process and methods used for research are explained.
- Data which is collected during this process should be presented clearly in the report.
- Recommendations and proposed solutions have to be studied and reviewed in this process.

Formatting and organizing the report

- This is usually the final step before actually writing a business report.
- In this step the format of the report has to be decided.
- **The following questions might rise during this step:**
1. How would the data be presented?
2. What charts/diagrams will be used to complement the Information presented in the report?
3. What medium would be used in the report presentation?

Now, Please visit the following useful links

- http://www.jamesabela.co.uk/bus/reportwriting.html
- http://esl.about.com/od/businessenglishwriting/a/bizdocs.htm

And answer

What are the main elements of business report ?

And

Write a report on "the company machines efficiency" to Mr. Ahmed Ali the director of the company

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Thank You