

Activity 1: Developing a research report

For this activity, fill in the blanks to answer the following questions:

- A. Review the purposes of the research and the research questions. To help frame the report, identify decisions that the results of the study will inform.
- B. Determine your audience.
- C. Brainstorm relevant background information that would be helpful to the audience. Who mandated the research and why?
- D. Decide what to include in the methodology. Include the types of research instruments used, how participants were sampled, and how the instruments were administered.

A. Purpose of the research:

B. Who do you want to read your report (for example, state policymakers, school or district officials, state agency leaders, program staff, teachers, and/or parents)?

Audience: _____

C. Consider relevant background information about the intention of the research and who requested the study.

Who mandated or requested the research and why:

What other background information could be useful (for example, literature review, research questions): _____

D. Decide on information necessary to include in your research report. In a report, you would include the number of participants, demographic information about the participants, and how many were sampled versus how many responded. Remember to provide enough detail so that a reader can judge the quality of the findings and replicate the research study.

Check the items that are relevant to your report. Briefly list information that applies.

___ The research instruments and how they were developed:

___ How participants were selected (for example, how they were sampled from the target population):

___ How many were sampled and how many responded:

___ How the research instruments were administered and when:

Notes. The next portion of a report would include key findings, research implications, and limitations. Jot down additional notes here as applicable: