

What is Research ?

- ▶ It is an investigation of finding solutions to scientific and social problems through objective and systematic analysis.
- ▶ Research is an **organized** and **systematic** way of **finding answers to questions**.
- ▶ Research is a systematic, controlled empirical and critical method consisting of enumerating the problem, formulating a hypothesis, collecting the facts or data, analyzing the facts and reaching certain conclusions either in the form of solutions toward the concerned problem or in certain generalizations for some theoretical formulation.

What is research cont...

Generally , research means

- ▶ directed toward the solution of a problem;
- ▶ is based upon observable experience or empirical evidence;
- ▶ demands accurate observation and description;
- ▶ involves gathering new data from primary or first-hand sources or using existing data for a new purpose;
- ▶ is characterized by carefully designed procedures, always applying rigorous analysis.

What is research cont...

- ▶ requires expertise;
- ▶ is characterized by patient and unhurried activity;
- ▶ is carefully recorded and reported;
- ▶ sometimes requires courage;

What is research cont...

- ▶ emphasizes the development of generalizations, principles, or theories that will be helpful in predicting future occurrences;
- ▶ Strives to be objective and logical, applying every possible test to validate the procedures employed, the data collected, and the conclusion reached.

What is Research

- ▶ Research process consists of series of actions or steps necessary to effectively carry out research and the desired sequencing of these steps.

These activities indeed overlap continuously rather than following a strictly prescribed sequence.

- ▶ A brief description of these activities is as follows:

1. Formulating the Research Problem

- ▶ Formulating a research problem is the first and most important step in the research process.
- ▶ Formulation of the problem means defining the problem precisely.
- ▶ Formulation of problem is essential because when the problem is formulated, an appropriate technique can easily be applied to generate alternative solutions.
- ▶ In other words, a problem defined is half solved.

The Research Process cont...

- ▶ Formulation of a problem involves the following steps:
 1. Statement of the problem in a general way
 2. Understanding the nature of the problem
 3. Surveying the available literature
 4. Developing the idea through discussion
 5. Rephrasing the research problem into a working proposition.

The Research Process cont...

2. Extensive Literature Review

Once the problem is formulated, a brief summery of it should be written down.

Literature review has three functions:

- Bringing clarity and focus to the research problem
- Improving the methodology
- Broadening the researcher knowledge in the research area.

3. Development of Working Hypothesis/Questions

After extensive literature survey, researcher should state in clear terms the working hypothesis/questions.

Hypotheses/Questions should be very specific and limited to the piece of research in hand because it has to be tested.

The Research Process cont...

- ▶ The role of hypotheses/questions is to guide the researcher by delineating the area of research and keep him on the right track.
- ▶ It sharpens his thinking and focuses attention on the more important facets of the problem.
- ▶ It also indicates the type of data and the type of methods of data analysis to be used

The Research Process cont...

▶ 4. Preparing the Research Design

- ▶ Research design is defined as a blueprint or detailed plan for how a research study is to be completed, operationalizing variables so they can be measured, selecting a sample of interest to study, collecting data to be used as a basis for testing hypothesis and analyzing the results.
- ▶ It is the complete scheme or programme of the research.

A research design should include the following:

- a) The study design per se (itself, intrinsically)
- b) The logistical arrangements that you purpose to undertake
- c) The measurement procedures
- d) The sampling strategy
- e) The frame of analysis
- f) Time frame

The Research Process cont...

5. Determining Sampling Design

- ▶ • All the items under consideration in any field of inquiry constitute a **universe or population**.
- A complete enumeration of all the items in the population is known as a **census** inquiry.
- ▶ Because of the **difficulty, relative inaccuracy** and **biasness** related to census study determining sample, few elements from the population, becomes mandatory.

In such cases, the researcher must decide the way of selecting a sample or what is popularly known as the sample design. In other words, a sample design is a definite plan determined before any data are actually collected for obtaining a sample from a given population.

The Research Process cont...

- ▶ Samples can be either probability samples or non-probability samples.
- ▶ With probability samples each element has unknown probability of being included in the sample but in the non-probability samples do not allow the researcher to determine this probability.

The Research Process cont...

- ▶ **6. Collecting the Data**
- ▶ There are several ways of collecting the appropriate data which differ considerably in context of money (costs), time and other resources at the disposal of the researcher.
- ▶ Primary data can be collected either through experiments or through survey.
- ▶ In the case of a survey, data can be collected by any one of the following specific ways:
- ▶ **1. Observation 2. Interview 3. Questionnaire**
- ▶ **4. Schedule**

The Research Process cont...

▶ 7. Analysis of Data

The analysis of data requires a number of closely related operations such as: a) Establishment of categories, b) Coding, c) Tabulation ,and d) Drawing statistical values.

▶ 8. Preparation of the Research Report

Finally, the researcher has to prepare the report of what has been done by him following the appropriate formats and appropriate language.

Chapter Two

Historical Research Method

▶ Introduction

- ▶ History is the meaningful record of man's achievement. It is not merely a list of characteristics, of chronological events, but a truthful integrated account of the relationship between persons, events, times and places.
- ▶ Man uses history to understand the past, and to try to understand the present in light of past events and developments.

Introduction cont...

- ▶ History means an inquiry into the past to establish what has actually happened.
- ▶ The origin of the word history means the search for knowledge and truth.
- ▶ Good and Scatesrave defined history in the following manner–“History is any integrated narrative or description of past events or facts written in a spirit of critical inquiry for the whole truth.”

What is Historical Research Method(HRM)

- ▶ Is the systematic and objective location, evaluation and synthesis of evidence in order to establish facts and draw conclusions about past events.
- ▶ It involves a critical inquiry of a previous age with the aim of reconstructing a faithful representation of the past.

HRM cont...

- ▶ Historical research is the application of the scientific method of inquiry to historical problems. It demands standards of careful methodology and spirit comparable to those which characterize other types of research.
- ▶ It involves identification and limitations of the problem, formulation of the hypothesis/questions, collection, organization, verification, validation and analysis of data; testing the hypothesis; and writing of the historical account. All of these steps lead to new understanding of the past and its relevance to the present and future.

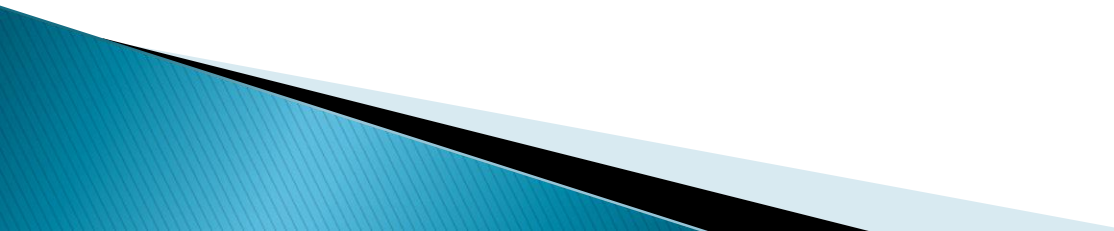
HRM Cont...

- ▶ In historical research, the investigator studies documents and other sources that contain facts concerning the research theme with the objective of achieving better understanding of present policies, practices, problems and institutions.
- ▶ An attempt is made to examine past events or combinations of events and establish facts in order to arrive at conclusions concerning past events or predict future events.

HRM Cont...

- ▶ Historical research is a type of analytical research. Its common methodological characteristics include
 - (i) identifying a research topic that addresses past events,
 - (ii) review of primary and secondary data,
 - (iii) systematic collection and objective evaluation of data related to past occurrences with the help of techniques of criticism for historical searches and evaluation of the information and
 - (iv) synthesis and explanation of findings in order to test hypotheses concerning causes, effects or trends of these events that may help to explain present events and anticipate future events.

HRM cont...

- ▶ Historical studies attempt to provide information and understanding of past historical, legal and policy events.
 - ▶ The historical method consists of the techniques and guidelines by which historians use historical sources and other evidences to research and then to write history.
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APPROACHES OF HISTORICAL RESEARCH

- ▶ There are two approaches of historical researches – Perspective and Retrospective approach.
- ▶ **1. Perspective Approach :** To study the events from the past towards present.
- ▶ **2. Retrospective Approach:** To study the events of present and proceed to past events.
- ▶ The first approach is ancient approach while the second is a recent one.

Approach cont...

- ▶ Another two approaches of historical research:
- ▶ (*a*) Ancient – To study the political personality, individualistic approach.
- ▶ (*b*) Recent – To study the phenomena in social milieu group approach.

Historical sources

are usually classified into two main categories – Primary and Secondary sources.

- ▶ **Primary Sources of Data**

- ▶ The original document or remains which are the first witness of a fact are termed as Primary Sources. Primary sources are the only solid basis of Historical Research and they are highly prized by a historian.
- ▶ A primary source is the only repository of an historical datum, like an original record kept of an important occasion an eye witness description of an event, a photograph minutes of organization meeting and so on.
- ▶ Documents or records kept and written by actual participant in, or witness of an event.

Primary sources cont...

- ▶ These sources are produced for the purpose of transmitting information to be used in the future.
- ▶ Documents classified as primary sources are constitutions,
 - ❖ charters,
 - ❖ laws,
 - ❖ court decisions,
 - ❖ diaries,
 - ❖ deeds,
 - ❖ genealogies,
 - ❖ contracts,
 - ❖ wills,
 - ❖ autobiographies,
 - ❖ letters,

Primary sources cont...

- ❖ official minutes or records,
- ❖ permits,
- ❖ licenses
- ❖ declarations',
- ❖ proclamations
- certificates,
- ❖ lists,
- ❖ bills,
- ❖ handbills,
- ❖ receipts,
- ❖ newspapers and magazines,
- ❖ accounts,
- ❖ maps diagrams,
- ❖ Books
- ❖ films,
- ❖ pictures,
- ❖ Painting etc

Primary source cont...

- ▶ Remains or relics associated with a person, group, or period, fossils, skeletons, tools, weapons, food utensils, clothing, buildings, furniture's, pictures, paintings coins and art objects
- ▶ Oral Testimony, or the spoken account of a witness of or participant in an event.

Secondary Sources of Data

- ▶ It is necessary in some historical research studies to begin with secondary data and to work well when primary source of data is not available, e.g., text-books, encyclopedia, bibliographies.
- ▶ Secondary sources of data are usually of limited worth for research purposes because of the error that may result when information is passed on from one person to another. Most history books and encyclopedias are examples of secondary sources.

The Purpose of Historical Research

Conducting historical research can serve several purposes as follows.

- ▶ It enables researchers to find out solutions to contemporary problems which have their roots in the past.
- ▶ The work of a historical researcher sometimes sensitizes researchers to unjust or misguided practices in the past which may have unknowingly continued into the present and require reform.
- ▶ A historical researcher studies the past with a detached perspective and without any ego-involvement with the past practices.
- ▶ Hence it could be easier for educationists to identify misguided practices thus enabling them to bring about reforms

Purpose cont...

- ▶ It throws light on present trends and can help in predicting future trends.
- ▶ Similarly, studying the past enables a researcher to understand the factors / causes affecting present trends.
- ▶ In order to make such future predictions reliable and trustworthy, the historical researcher needs to identify and clearly describe in which ways the past differs from the present context and how the present social, economic and political situations and policies could have an impact on the present and the future

Chapter Three

Major issues considered in historical research method

Introduction

- ▶ In historical method we can not use a direct method of observation and what has happened can not be repeated.
- ▶ Therefore, we have to depend on data.
- ▶ Trustworthy usable data in historical research are known as evidences or witnesses those, who have participated in the events.
- ▶ So that data must be subjected to make a careful analysis to shift the true from false or misleading information.

Introduction cont...

- ▶ The first task of the researcher is select a material for his research work. Then the research scholar scrutinizes the material before using and testing validity. To achieve this the researcher adopts an analytical operation. This analytical operations are divided in to two. These are **external criticism** and **internal criticism**.

Research Proposal Writing Guideline

- ▶ **Components of a Research Proposal**
 - Preliminary Section**
 - ▶ **Proposal Title and Title Page**
 - ▶ The title identifies the proposed research project and must concisely and clearly indicate: The length of the title matters a lot.
 - ▶ The title should include key terms that readily the scope and nature of the study.
 - ▶ It should tell what the proposal is about.
 - ▶ It should be informative, specific and concise and is relevant to the intended contents of the proposal.
 - ▶ The title is usually written in capital letters without the use of abbreviations.
 - ▶ Title is a label; it is not a sentence.

Research proposal ...Con'td

- ▶ The title page usually includes:
 - ✓ the name of the topic;
 - ✓ the name of the author;
 - ✓ the name of the advisor;
 - ✓ the relationship of the report to a course or degree requirement;
 - ✓ the name of the institution where the report is submitted (course team/school/university);
 - ✓ and the date and place of the delivery or presentation. The title page has no page number and it is not counted in any page numbering.

Research proposal ...Con'td

Acknowledgement (if any)

- ▶ An acknowledgement page is included if the writer has received unusual assistance in the conduct of the study.

Abstract

- ▶ The abstract is a one page brief summary of the research proposal.
- ▶ It needs to show a reasonably informed reader why a particular topic is important to address and how you will do it.
- ▶ To that end, it needs to show how your work fits into what is already known about the topic and what new contribution your work will make.
- ▶ Specify the question that your research will answer,
- ▶ establish why it is a significant question, and show how you are going to answer the question.

Research proposal ...Con'td

- ▶ Do not put information in the abstract that is not in the main text of your research proposal.
- ▶ Do not put references, figures, or tables in the abstract.
- ▶ In short, abstract is a concise summary of the material presented in the proposal. Though it appears at the front of the proposal, it is written last.
- ▶ A well-prepared summary enables the reader to
 - Identify the basic content of a document quickly and accurately.
 - Determine its relevance to their interests, and
 - Decide whether they need to read the document in it's entirety.

Research proposal ...Con'td

Table of Contents

- ▶ A good table of contents serves as an important purpose in providing an outline of the content of the report.
- ▶ The relationship between principal and minor divisions is indicated by capitalization of chapter numbers and titles, with subheadings in small letters and with capitalized principal letters

The Main Body of the Proposal

Part one Introduction

- ▶ **Background of the Study**
- ▶ This is the part that gives the reader the context of your study.
- ▶ In developing this part, you should briefly discuss the historical developments of events regarding the specific topic you are interested to study;
- ▶ describe your basic assumptions/concerns that led you to study the topic;
- ▶ and justify why you think there is still a need to further study topic.

Main body of proposal Con'td

- ▶ Here, limit the references to the key ones and use them selectively in order to discuss the deficiencies of current studies.
- ▶ This discussion should lead to the formulation of the problem that your study is going to address.
- ▶ The background section should contain a rational for your research.
- ▶ Why are you undertaking the project?
- ▶ Why is the research needed?
- ▶ This rational should be placed within the context of existing research or within your own experience and/or observation.
- ▶

Main body of proposal Con'td

- ▶ You need to demonstrate that you know what you are talking about and that you have knowledge of the literature surrounding this topic.
- ▶ If you are unable to find any other research that deals specifically with your proposed project, you need to say so, illustrating how your proposed research will fill this gap.
- ▶ If there is other work that has covered this area, you need to show how your work will build on and add to the existing knowledge.
- ▶ Basically, you have to convince people that you know what you are talking about and that the research is important.

Main body of proposal Con'td

- ▶ **The Problem Statement**
- ▶ It begins with the general background of the problem and ends with a concise statement of the problem.
- ▶ In building up the problem statement, a researcher must show why he has selected the variables in the problem statement. The selection of the variables must be based on either empirical data or on information extracted from the literature.
- ▶ The specific problem statement can then be clearly stated in a final paragraph. Effective problem statements answer the question “Why does the research need to be conducted”.

Main body of proposal Con'td

- ▶ Leading questions that can help you to formulate a research problem:
 1. What do you want to know?
 2. Where do you want to do the research?
 3. How is the situation? What state of affairs or processes do you want to describe?
 4. When? What time span you will study?
 5. Why will you study this? To what purpose?
 6. What consequences will the new knowledge have?

Main body of proposal Con'td

- ▶ General Principles of Problem Formulation
 - ✓ Be sure that the problem exists.
 - ✓ Learn as much as possible about the problem to be solved.
 - ✓ Employ the most feasible or most efficient method of solution or both. This requires a judicious consideration of cost, time, manpower, etc.
 - ✓ Consider alternate or substitute formulations in case the original one is not feasible.
 - ✓ Formulate the problem systematically.
 - ✓ Do not try to solve complex problems by simple formulations.
 - ✓ Be aware of the possibility that the problem in formulation may influence the phenomena being studied.

Main body of proposal Con'td

- ▶ Evaluation of a Research Problem
- Is the problem in line with my goal expectations and the expectation of others?
- Will the solution of this problem advance knowledge appreciably?
- Will the findings be of practical value?
- What will be the breadth of application in terms of years of applicability and range of people that can benefit from the study?
- Will it duplicate the work that has been done or is being done adequately by someone else?

Main body of proposal Con'td

- Do I pose of can I acquire the necessary skills, abilities and background knowledge to study this problem?
- Do I have access to the tools, equipment, laboratory, subjects, etc necessary to conduct the investigation?
- Do I have the time and money to complete it?
- Can I obtain adequate data?
- Does the problem meet the scope, significance and topical requirement of the institution to which I will submit the report?

Main body of proposal Con'td

- ▶ **Objective of the study**
- ▶ The objectives of the research delineate the ends or aim which the inquirer seeks to bring about as a result of completing the research undertaken.
- ▶ The objectives of a research project summarize what is to be achieved by the study.
- ▶ Objectives should be closely related to the statement of the problem

Main body of proposal Con'td

- ▶ Objectives should be simple (not complex), specific (not vague),
- ▶ stated in advance (not after the research is done),
- ▶ stated using “action verbs” that are specific enough to be measured.
- ▶ Commonly research objectives are classified into general objectives and specific objectives.
- ▶ The general and specific objectives are logically connected to each other and
- ▶ the specific objectives are commonly considered as smaller portions of the general objectives.

Main body of proposal Con'td

General objective:

- ▶ What exactly will be studied?
- ▶ General statements specifying the desired outcomes of the proposed project.

Specific objectives:

- ▶ Specific statements summarizing the proposed activities and including description of the outcomes and their assessment in measurable terms.
- ▶ It identifies in greater detail the specific aims of the research project, often breaking down what is to be accomplished into smaller logical components

Main body of proposal Con'td

- ▶ **Research Question/hypothesis**
- ▶ Hypothesis/ questions are a proposition (a working assumption) about the relationship between two or more variables.
- ▶ It is a statement of specific expectations or intelligent guesses about the population involved.
- ▶ Hypotheses/questions are derived from the observations and relationships accepted as facts in the statement of the problem.

Main body of proposal Con'td

- ▶ **Significance of the Study**
- ▶ In this part, you should state the importance of undertaking your research for different stakeholders in different aspects such as for governmental agencies, developmental agents, private business sectors, policy makers, researchers, practitioners, etc.
- ▶ **Scope of the study**
- ▶ It is the delimitation of your study in terms of issues to be investigated, areas to be covered and duration of time needed to accomplish.

Main body of proposal Con'td

- ▶ **Key words of the study (optional)**
- ▶ This part includes the definition or description of the key words or jargons in your study so as to avoid difficulty of understanding the ideas and concepts associated to those words or phrases to your readers.
- ▶ **Organization of the study**
- ▶ This part deals with the structure of the proposal. It describes all of the contents of the proposal or logical sequences of the different parts of your proposal.

Section Two

Literature Review

- ▶ In a typical research proposal, this is where you will start to discuss your literature review in greater depth.
- ▶ The point here is to identify the literature that will establish the significance of your research.
- ▶ In other words, the discussion of the literature in this section should be sufficient for you to show how your project will extend current knowledge.

Literature Review... Cont'd

- ▶ Literature review is **not** a compilation of every work written about a topic.
- ▶ It is **not** simply a list of sources reviewed separately for their own merit.
- ▶ A literature review is a description of the literature relevant to a particular field or topic.
- ▶ It gives an overview of what has been said, who the key writers are, what are the prevailing theories and hypothesis,
- ▶ **what questions are being asked, and what methods and methodologies are appropriate and useful.**

Literature Review... Cont'd

- ▶ Present and briefly discuss the major theories that relate to your research problem,
- ▶ and then go into greater depth regarding the one or two theories you feel will be core in your research and will help you move your study to its next level.
- ▶ Make sure that you do not simply list the literature, but also organize it in some coherent manner and 'engage in a dialogue' with it by exposing the variables that will be significant in your study,
- ▶ showing in every instance how these will influence your research, comparing and contrasting different views on the topic, explaining your rationale for accepting or rejecting them, etc.

Literature Review... Cont'd

- ▶ The beginning of literature review is first to systematically breakdown the title of the study into key words, phrases, main headings and subheadings.
- ▶ There are many potential sources of information about what literature you need to read and where to find it:
 - ❖ Your supervisor; experts;
 - ❖ The subject librarian in your university library;
 - ❖ Bibliographies in the literature you read;
 - ❖ Online searches on the worldwide web;
 - ❖ Newsgroups on the internet; and
 - ❖ Your fellow students.

Literature Review... Cont'd

- ▶ In literature review, it is a common practice to begin with most general works and then proceed to more specific sources on the subject particularly journals, working backward in time until adequate coverage is obtained.
- ▶ **Read the abstract and conclusions first and decide if you want the rest.** You will take it only if it is closely related to your study.
- ▶ Show respect for the literature. **A scientist is not only creator of new knowledge, but also protector and transmitter of old knowledge.**

Section Three

Methodology

- ▶ In this section, you are expected to describe your study area and justify your research methodology in detail.

Descriptions of the Study Area

- ▶ It includes information about the **location, resources, infrastructures and facilities, and socio-economic activities** of the study area

Overall research design

- ▶ explaining that you will describe the **approaches, strategies and data collection techniques** to be used in carrying it out.
- ▶ you may explain your research approach and why this is the appropriate approach for this study

Subjects/Targets of the Study

- ▶ These are **individuals, organizations/institutions** who are believed to be sources of information for our data which are going to be collected and used as an input for our study or research.
- ▶ More clearly, **these are bodies whom you planned to distribute questionnaires to, who you are planned to interview** and discuss with and observe during your research undertakings.

Data type, collection technique(s) and instrument(s)

- ▶ Another key point in your proposal is **justification of the techniques you will use for data collection**, as well as a description of your research instruments' development.
- ▶ Here you need to explain **why you have chosen the specific technique(s)** and
- ▶ **why these are appropriate to answer the particular research question or questions within your study.**
- ▶ Obviously, to support your argument you will need to present, in some detail, **the advantages of this technique for your particular research.**

Data type, collection technique

- ▶ However, you will need to show that you are also aware of the **disadvantages** inherent in this technique, that you have taken them into account, and that you considered **special measures** in order to eliminate them or **minimize their negative effects** on your study.

Data type, collection technique

- ▶ ‘Research instruments’ means the tools that you will use in each of your data collection techniques – so if, for example, you are planning to use **participant or non-participant** observation, your instrument will be the **observation form, some guidelines and a schedule.**

Data type, collection technique

- ▶ In this part of your proposal you will need to show how you developed these tools –
- ▶ for example, how did you identify the behaviors, actions and points you will be observing during an observation? How did you develop the questions for your interview or questionnaire?

Data type, collection technique

- ▶ One further issue you will need to address in this section is the **reliability** and **validity** of your research.
- ▶ One way of improving these two factors is by **testing the instruments** (i.e. piloting them). Describe how this pilot will be conducted, where, and who will participate.

Data analysis techniques

- ▶ Your study will eventually result in the collection of a quantity of raw data. These data will need to be analyzed, and therefore when closing of Section Three of your proposal you will need to explain how this analysis will be handled.
- ▶ For example, interviews need to be transcribed, questionnaire answers need to be formatted in a way that can be counted or input to the analysis software, answers need to be recorded, etc
- ▶ Finally, inform the readers about how you will conduct the analysis, and whether you are going to use specific software.

Research ethical issues

- ▶ An issue that has been recently raised in many higher education institutions is that of ethics regarding research undertaken by staff and research students that involves human participants.
- ▶ Most universities have adopted a Code of Practice covering the ethical standards for research involving human participants, and have established research ethics committees to promote good practice and conduct formal ethics reviews of research. These standards mainly concern medical research.

Research ethical issues..cont'd

- ▶ Sometimes questionnaires, observation and interviews can be potentially intrusive and might provoke anxiety in participants. It is highly unlikely that your research processes will affect or violate human rights, because any kind of harm or reveal the confidential nature of the participants' involvement.
- ▶ However, you need to take your supervisor's advice and follow the processes set by your institution with regard to ethical approval for your research.

Research ethical issues..cont'd

Example of Code of Practice for ethical standards in research

- ▶ No research should cause harm, and preferably it should benefit participants
- ▶ Potential participants normally have the right to receive clearly communicated information from the researcher in advance
- ▶ Participants should be free from coercion of any kind and should not be pressured to participate in a study

Research ethical issues...cont'd

- ▶ Participants in a research study have the right to give their informed consent before participating
- ▶ Where third parties are affected by the research, informal consent should be obtained
- ▶ The consent of vulnerable participants' or their representatives' assent should be actively sought by researchers
- ▶ Honesty should be central to the relationship between researcher, participant and institutional representatives
- ▶ Participants' confidentiality and anonymity should be maintained

Research ethical issues...cont'd

- ▶ If your research involves face-to-face interviews, focus groups, direct observation or similar methods of data collection, participants should be given an information sheet (or leaflet) and asked to sign a consent form.

Working plan

- ▶ A tentative time plan will include all the activities you need to undertake, from the moment your proposal is approved till the completion of your research and the submission of your dissertation.
- ▶ It is a written evidence of the feasibility of your entire research, and you should therefore give it serious thought and be as realistic as possible with regard to the time allocated for each activity.
- ▶ The purpose of such a plan is to be a guide for both yourself and your supervisor with regard to your progress.

Budget plan

- ▶ Closing your proposal: the appendix
- ▶ In this section you will detail any material that will be used to support your proposal.

References/Bibliography

- ▶ Although presentation requirements may vary from institution to institution:

1. Cover page
2. Abstract
3. Acknowledgements
4. Table of contents
5. List of tables and figures
6. Chapter of introduction
7. Chapter of literature review
8. Chapter of methodology
9. Chapter of findings and discussion
10. Chapter of conclusion and implication
11. References/Bibliographies
12. Appendices