

# Format for Writing Fieldwork Assignment Reports

A fieldwork report falls into three general divisions: (i) preliminary section, (ii) the main text of the report, and (iii) the supplementary material.

## 1 Preliminary Section

Prior to the main body of the report, some pages of preliminary materials-title page, recommendation sheet, table of contents and acknowledgements-are presented.

### 1.1 Title Page

The title page is a cover page of the fieldwork assignment report that should include the following information:

- (a) Title of the report
- (b) Full name and roll number of the student
- (c) Name of the campus
- (d) The place and date of the report

All the items of the title page should be centered between the margins of the page. The title should be typed in capital letters. If the title extends beyond one line, it should be 1 1/2" spaced. (see Appendix 1.1 and 1.2).

### 1.2 Recommendation Sheet

The faculty of Management, Pioneer Institute of Professional Studies may also require a recommendation or a certificate of the guide. They should certify that the student has undertaken the fieldwork as approved by the college. For a model of the recommendation sheet, see Appendix 1.2 and 2.2.

### 1.3 Acknowledgements

The student should write a preface. It should contain a brief statement of the purpose, scope and the organization of the report. In addition to this, thanks may be expressed to those who gave him substantial help, guidance, or assistance in completing the fieldwork project.

### 1.4 Table of Contents

This occupies a separate page. It gives the readers a bird's eye view of the report and enables them to locate quickly each section of it. In addition to providing an easy means of referring to particular sections, it serves as an outline of the subject matters. The chapter headings should be typed in capital letters. The first letter of each word except to the preposition and article in sub-divisions should be in capital. These headings appear in the exact words or order that they are in the report, each followed by the correct page citation. An example of a table of contents is given in Appendix 1.3.

### 1.5 List of Tables and Figures

In a fieldwork report having many tables and figures, separate lists of tables and figures are prepared and placed just after the table of contents. These lists of tables and figures occupy separate pages. These lists are prepared in the same form as the table of contents. Examples of the List of the Tables and List of Figures are given in Appendix 1.4 and 1.5 for reports written in English.

## **2 The Main Text of the Report**

The heart of the report is, of course, the main text. Within the text, the writer presents the entire scope of the fieldwork assignment. The text, therefore, includes the main body from introduction to conclusion. The body of the report conventionally consists of three divisions-introduction, presentation and analysis, and summary and conclusions.

### **2.1 Introduction**

All reports require some introduction. The wider the scope of the report, the more extensive the introduction required. The introduction orients the reader. It gives him a clear understanding of the background, scope, and purpose of the study. The other information to be included in the introduction Chapter of a fieldwork are the fieldwork procedures, and the data collection methods used. In short, the introduction tells the reader what the report is about, what the writer did and how he/she went about it.

### **2.2 Presentation and Analysis of Data**

The discussion and analysis section is the heart of the report. This is the section in which data are presented and analyzed. The discussion of findings will normally be the longer section of the report. The writer must analyze the data by use of appropriate techniques which may include:

- (i) The data gathered must be examined in relation to objectives
- (ii) The data must be processed and grouped into several items or headings for their analysis
- (iii) The processed data should then be presented in the form of tables, charts, diagrams, figures, descriptions, historical narration, etc. to explain the relationships of the data analyzed.
- (iv) The use of analytical and statistical techniques should be made for better interpretation of data to draw inferences
- (v) The results should be explained in sufficient detail to enable the reader to have an adequate understanding of the work.

### **2.3 Summary and Conclusions**

The fieldwork report should contain both summary and conclusions. These are not the same thing. A summary is a brief narration of the entire report including the major findings. This summary should give the reader an overall picture of the study. The report-writer should then draw out the significant conclusions and implications of the findings. A conclusion is thus a deduction based on the findings. Sometimes, the report-writer also proposes some recommendations which are in the form of suggested courses of action.

## **3 Supplementary Sections**

### **3.1 Bibliography**

The bibliography which is always required in a thesis or report follows the main body of the report. It tells the reader the sources of the researcher's information and gives a clear and complete description of these sources that were used in preparing the report. Generally, a bibliography should include all sources that had a direct bearing on the study, i.e. it must include every reference used in the footnotes and others of significance to the study.

### **3.2 Appendix**

An appendix, if included, follows the bibliography. The appendix is a storehouse for the tabulations, charts, maps and other illustrative materials which are needed to substantiate points made in the text but are not closely enough related to the discussion to warrant their being placed in the text properly. Thus, the appendix is a section containing a variety of items that are concerned with the study. Such materials as questionnaire, survey instruments, checklists etc. are also included as appendix materials.

Appendix

1.1: Format of *Cover Page*

## **TITLE OF THE FIELDWORK REPORT**

By:  
Student's Full Name

Roll No. :

A Fieldwork Report

Submitted to:

**Name of the Campus**

Pioneer Institute of Professional Studies

***In partial fulfillment of the requirements for the degree of Master of Business Administration (M.B.A.)***

**Name of Place**

**Date, Month, Year**

Appendix 1.2: Format of *Recommendation Page*

**Pioneer Institute of Professional Studies**

***RECOMMENDATION***

This is to certify that the fieldwork assignment report:

Submitted by

***Name of the Student***

*Entitled*

Title of the Fieldwork

*has been prepared as approved by the College.*

*This fieldwork assignment report is forwarded for examination.*

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Guide

## **TABLE OF CONTENTS**

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Chapter I: INTRODUCTION

- 1.1 Background of the Fieldwork Project
- 1.2 Purpose of the Fieldwork
- 1.3 Fieldwork Procedures
- 1.4 Methods of Data Collection

Chapter II: PRESENTATION OF THE DATA

- 2.1 Presentation of Data
- 2.2 Analysis of Data
- 2.3 Study Result

Chapter III: SUMMARY AND CONCLUSIONS

- 3.1 Summary
- 3.2 Conclusions

**BIBLIOGRAPHY**

**APPENDIXES**

Appendix 1.4: Format of *List of Tables*

## **LIST OF TABLES**

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1.1 Real Estate players in Indore city

1.2 Numbers of private hospital in Indore city

Appendix 1.5: Format of *List of Figures*

## LIST OF FIGURES

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1.1 FDI investment amount in different sector in India

1.2 Market price of different stocks