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## Project, Thesis and Dissertation Writing

### 1. Project Report

A project report is a form of written communication. A project report is prepared at the completion of a project hence it, obviously, includes the findings or the conclusions on which a researcher arrives at after completing his research work. This formal document<sup>1</sup> helps in recording the factual data as well as in analysing the facts which play a vital role in the progress of a business establishment or some organization.

The most important part of a project report is its presentation of findings so that it can effectively convey its message to the persons concerned. In order to achieve this perfection, a project report should be prepared systematically and should contain all elements of a formal report such as title page, table of contents, summary, introduction along with conclusions and recommendations. These project reports may be external as well as internal.

### 2. Thesis and Dissertation Writing

Like a project report, thesis and dissertation writing are also a form of written communication. Like other kinds of nonfiction writings— letters, memos, reports, essays, articles and books— they should present information and ideas clearly and effectively. They provide a detailed written account of the data procured<sup>2</sup> after conducting some survey or research in a particular field.

A thesis or dissertation should be prepared carefully and effectively. Effective writing depends as much on clarity and readability as on content. The organization and development of ideas, the unity and coherence<sup>3</sup> of presentation and also command of sentence structure, grammar and diction<sup>4</sup> are all important considerations, as are the mechanics of writing—capitalization, spelling, punctuation and so on. The researcher should bear in mind that although he must fully document the facts and opinions he draws from his research, the documentation should only support his statements and provide concise<sup>5</sup> information about the sources cited, it should never overshadow his own ideas or distract<sup>6</sup> the reader from them.

### 3. Structure of Thesis Writing

A thesis or a dissertation is a formal<sup>7</sup> report which a professional prepares on the basis of the data, collected on a problem in question. Like other formal reports, a thesis as well as a dissertation would have a title page, table of contents, introduction, conclusions and recommendations.

In addition to all these usual elements of a report, there may be some more well-defined elements in a thesis or a dissertation such as a detailed section on objectives, sources of the information, methods used and at last a clear thesis statement on its findings and conclusions. Moreover, a thesis and a dissertation are supposed to be of considerable length.

1. Official/legal Paper ; 2. Obtained; 3. Consistency ; 4. Choice and use of words in speech or writing; 5. Brief; 6. Divert ; 7. Being or relating to essential form or constitution.

## 4. Stages in Writing Thesis and Dissertation

There are certain stages through which a researcher passes before he finally writes his thesis or dissertation.

1. **Selecting/Identifying the Problem:** First of all the researcher must identify the problem which help him to determine the purpose of writing thesis or dissertation report.
2. **Delimiting the Problem:** Keeping in view the allotted time for research, the researcher should confine himself to the most essential facts. He will determine which important aspects of the problem should be kept in mind so that he will not digress<sup>2</sup> from the main points.
3. **Determine the need of the Audience:** While writing a thesis report or dissertation report, the writer should take into consideration the need of the readers. He should be able to respond to the need of his audience. He should be able to answer the questions like who is the audience? What are the personal or impersonal facts of his life? What information does the reader expect from him? Or why is the audience interested in that report? All this serve as guideline to help the writer to take decisions about the content as well as the style of writing a thesis or dissertation.
4. **Collection of Source Material :** Next important stage is of collecting the primary and secondary source material for writing a thesis or a dissertation. The writer will accordingly collect both printed and electronic resource material. Group discussions, interviews, surveys, questionnaires<sup>3</sup>, experiments on the one hand and internet, books, magazines, newspapers and so on, the other, will help the writer to collect the authentic data.
5. **Writing the First Draft :** The researcher now starts off by trying to set down all his ideas in the order in which he wants them to appear. There should be clarity in the presentation and also in the use of simple and direct language.
6. **Writing the Final Draft :** The first draft should be reviewed and revised properly, the content should be divided into sections and sub-sections so that it would be able to convey message clearly. Ideas should be arranged in a logical sequence and in suitable words and phrases. The final draft, thus, should provide relevant information in objective style.



## Questions and Answers

### Q.1. What is a project report?

**Ans.** A project report is a formal report, prepared by a professional at the completion of his project work. In this formal document, he records all the data and also his analysis and findings in objective style. Like other formal reports, it contains all usual elements such as cover page, title page, table of contents, summary, introduction, conclusions and so on. A project may be internal as well as external.

### Q.2. What is a footnote? How is it written? Explain with examples.

**Ans.** In the course of his study, the writer uses certain information, collected from various sources. It becomes essential for him to document these research sources for several reasons :

The researcher provides an alphabetized list of the research sources (such as books, periodicals, interviews etc.) so that the reader will rely upon the correctness and validity of the research.

Sometimes, the writers use other's actual words and ideas without any acknowledgment to the original writer. This practice is known as plagiarism<sup>10</sup> (theft).

8. To evade; 9. A written list of questions that are answered by a number of people; 10. Stealing of passages from other writings.



This sort of theft refers to quoting the altered quotations of well-known authors. This is known as dishonesty which should be avoided.

Thus, source citations, presented either at the bottom of each page or at the end of each chapter, are known as footnotes.

**Two Methods of Writing Footnotes :** The Modern Language Association (MLA) and the American Psychological Association (APA) use a simplified form for source citation.

**MLA Format :** The most modern approach to source citations requires the researcher to cite the source of this information parenthetically after the quotation or paraphrase, for example :  
'A familiar sight in the Indian countryside these days is a galvanised box-like steel structure mounted on a massive pipe pedestal and with a long sturdy handle'. [Kalra 75].

**APA Format:** It requires the researcher to produce the author's name, the year of publication and the page number in parenthesis, for example:

'There is considerable scientific disagreement about the medical hazards of the new pollutants; about the effects of DDT now found in human bodies, about the diseases due to smog, or about the long-range effects of fallout'. (Commoner, 1996, p. 98)

Sharon J. Gerson and Steven M. Gerson, while writing about the methods of source citation, write that before 1984, footnotes and endnotes were used in research reports. Today if the instructor of a researcher requests footnotes or endnotes, the researcher should still use these forms.

**Examples:**

**MLA Format :** (For Book Reference)

Elson. *Post-War British Theatre*, p. 85

(For Article in a Journal)

Gerson, and Eddings. "Service Learning : Internships...with a conscience."

*Missouri English Bulletin*, pp. 70-75

**APA Format :** (For Book Reference)

Elson. *Post-War British Theatre*, 1981, p. 85

(For Article in a Journal)

Gerson and Eddings "Service Learning : Internships... with a conscience."

*Missouri English Bulletin*, 1996, pp. 70-75.

**Q.3. What is bibliography? How would you use it?**

or

**Explain the importance of reference and the bibliography in research.**

(B.Tech. Sem. II, 2010, GBTU, Lucknow)

**Ans.** On a final page of research report, an alphabetized list of research sources should be mentioned. These research sources may include a list of books, periodicals, interviews etc., and citation of these references is known as bibliography. There is not much difference between the footnote references and bibliography. Use the guidelines :

1. Write the surname of the author first.
2. Arrange the list of books alphabetically.
3. No need of giving the page no.
4. The information given in footnotes is not sufficient. Hence, in the bibliography the names of books, the names of the periodicals, the dates, volumes and the names of the publishers/companies should be mentioned.
5. These entries on the last page of the research report should follow either the Modern Language Association (MLA) or the American Psychological Association (APA) style standards.

**Examples:**

MLA Format : (Book Reference)

Elsom, John. *Post-War British Theatre*.

London : Routledge and Kegan Paul, 1981.

(For Article in a Journal)

Gerson, Steven M., and Earl Eddings. "Service Learning : Internships... with a conscience".

*Missouri English Bulletin* 54 (Fall 1996)

APA Format : (Book Reference)

Elsom, John. (1981). *Post-War British Theatre*

London : Routledge and Kegan Paul.

(For Article in a Journal)

Gerson, S.M., and Eddings, E.(1996, Fall)

"Service learning : Internships...with a conscience".

*Missouri English Bulletin*, 54.

**Q.4. What are the methods of writing references?**

**Ans.** The Modern Language Association (MLA) and the American Psychological Association (APA) are the two methods of writing references. The researcher should follow either MLA or APA standard for source citation. [For writing references please see answer to question nos. 2 & 3 since footnotes and references mean the same].

'Ibid' is an abbreviation from Latin word *Ibidem*. It means the same book, chapter, passage etc. *Ibid* should be used in that situation when the same reference necessarily occurs in the following or successive footnotes. For example, if on page 10 of a research report, there occurs the reference **Technical Writing Process and Product** by Sharon J. Gerson and Steven M. Gerson and is numbered in the footnote as number 5 and if on the same page or on the next page there is a reference to the same book, the abbreviation 'Ibid' should be used.

'Ibid' should be followed by fullstop and no comma is required after the fullstop.

**Q.5. Write a brief note on 'Ibid'.**

**Ans.** 'Ibid' is an abbreviation from Latin word *Ibidem*. It means the same book, chapter, passage etc. *Ibid* should be used in that situation when the same reference necessarily occurs in the following or successive footnotes. For example, if on page 10 of a research report, there occurs the reference **Technical Writing Process and Product** by Sharon J. Gerson and Steven M. Gerson and is numbered in the footnote as number 5 and 6 on the same page or on the next page there is a reference to the same book, the abbreviation 'Ibid' should be used.

'Ibid' should be followed by fullstop and no comma is required after the fullstop.

Project.

Q.6. What is it

Ans. Thesis is a problem solution. Like a the and proc and not a the

1. Short ref
2. A work
3. May be examin

**Directions questions**

1. A the
  - (a)
  - (b)
  - (c)
  - (d)
2. A th
  - (a)
  - (b)
  - (c)
  - (d)

**Directly**

1. Th
  2. Th
  3. A
  4. A
- Directly
1. F
  2. F
  3. F

**Q.6. What is the structure of thesis writing? Differentiate between thesis and dissertation.**

[B.Tech. Sem. II, UPTU, Lucknow 2016]

**Ans.** Thesis is a long research report on a problem. The researcher chooses a problem and studies that problem with the help of some source material or works in laboratory. At last, he reaches to certain conclusion/findings. These findings are presented by the researcher in the form of a thesis objectively.

Like a thesis, a dissertation is also a research report since the researcher passes through all those steps and processes through which a research scholar who writes a thesis passes. No doubt, a dissertation is not a thesis. Some essential differences between the two are listed below:

**Dissertation**

1. Short report i.e. from thirty to fifty pages
2. A work on a limited problem
3. May be evaluated by the guide – the internal examiner

**Thesis**

1. Long research project i.e. from 200 to 250 pages
2. A work on a problem of wide impact
3. Evaluated by the internal as well as the external examiners



**Objective Type Questions**

**Directions :** Choose correct answer/most appropriate answer for each of the following