



Acknowledgments

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YRN TOOLKIT

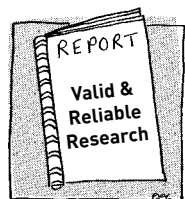
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Stage 7:

Reporting your research findings

Key Words: Data, Communication, Transparency, Validity, Reliability, Robustness, Executive Summary



What is reporting your research about?

From your analysis of the research data that you have collected you will have 'found out' a number of things. You will now need to tell people:

- What you actually found out – your research findings.
- How you went about getting these research findings.
- Any conclusions or recommendations you make.

Research Findings are the key things that you found out that you want people to know about, sometimes called the key messages.

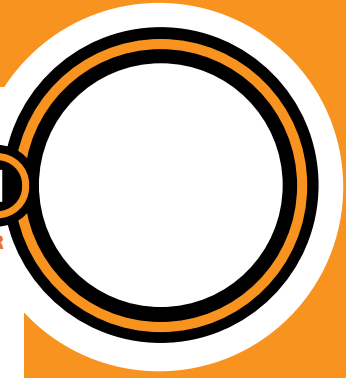
A **Research Report** is a formal way of writing how you did your research in a systematic way so that other people can judge how trustworthy your findings are.

Why do we report our findings?

To make the most of your research, you have to let people know! It is important to communicate back to;

- a) the people who fund the research;
- b) young people and adults who volunteer their time and take part in the research; and
- c) organisations, councillors, governing bodies and other people who have the **power** to champion or bring about changes you recommend in your research.

STAGE 7



We report our research findings so that they can be used as part of a campaign for change. We will look at this more closely when we consider dissemination (stage 8).

The other reason that we write a research report is so that other people can judge how trustworthy our findings are. They can make an assessment on how valid and reliable the findings are.

If we can be clear about how and why we did each stage then people can follow our steps and double check our thinking. This is sometimes called 'transparency.' Writing a report is a formal way of being transparent about how we got our findings.

How do we present research findings?

A **full research report** will need:

1. Introduction to the topic and why you did the research.
2. A description of the literature review.
3. A description of the research aims, including the research question.
4. The methodology and a full account of what was done.
5. A description of the analysis.
6. The research findings.
7. Conclusions.
8. Any recommendations you want to make.

Not everyone will want to read a full report though!

So as well as the full account often a summary version of all the above stages is also produced. This is called an '**Executive Summary.**'

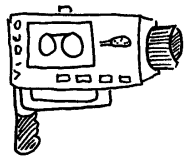
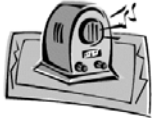
An Executive Summary

- Allows someone to quickly evaluate your research.
- Presents the key points from all stages of the research.
- Normally appears at the front of the full report as well as being produced on its own in a variety of formats.



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Producing Key Messages

As well as the executive summary you can also produce your key research findings in a variety of ways. Here you can be as creative as you like.

You might decide to use more than one format to present the research findings. You might use:

- A written report.
- Drama.
- Music for example rap, poem or rhyme.
- Video/DVD/CD-Rom.
- Poster.
- Articles.
- Radio broadcast.
- Website.
- Newsletters.
- Presentations.

Top Tips:

- Remember it is best to present your research findings in different ways for a variety of different audiences.
- It may be easier to write your report, then your executive summary and then get creative with the key messages in this order.