

Practical 1

Structuring reports and chapters

The purpose of this session is for you to start thinking about the realities of report planning, constructing a narrative and the decisions that are made in this process. Bear in mind that there are no right or wrong answers here.

The handout shows the content for a report on *Understanding young people's experiences of secondary school*. This report presents finding from mixed-methods (quantitative and qualitative) research into *Disengagement and the impact on post-16 destinations*.

The report begins with an executive summary and introductory chapter, and ends with conclusions and policy implications. In between, there are four substantive chapters (Chapters A-D).

In your individual offline* time, your task is to decide which order you would report Chapters A-D and why. You may want to think about:

- ensuring that chapters are joined up and have a narrative
- how the order of chapters potentially affects the narrative
- whether different orders might work better for different audiences. Which might be more useful to what audience type?

*The course instructor will be online throughout the individual study time to answer any questions or to have a chat if it's useful to talk over your ideas.

Please come prepared to share your report structure and reasons behind it with the group at the start of Day 2.

Extension task: If you have time, have a look at the ordering of chapter content underneath each of the Chapter headings. What do you think are the pros and cons of ordering findings this way? Would you do anything differently?