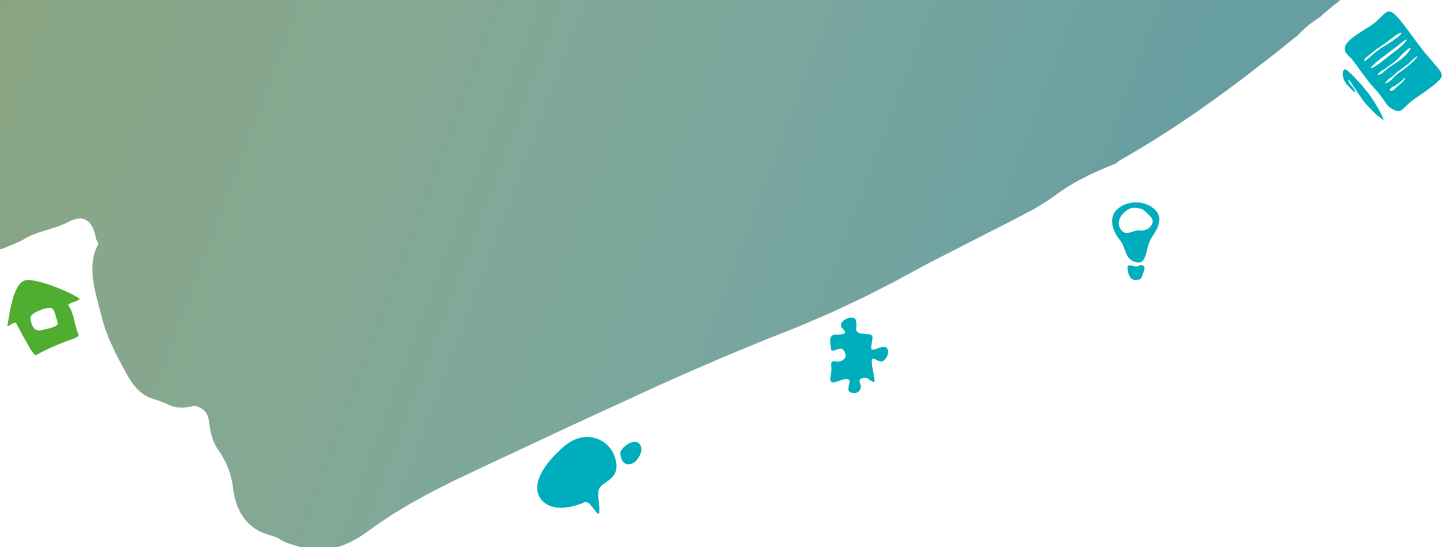




ACTION RESEARCH

SESSION 6.2

WRITING THE ACTION RESEARCH REPORT





Objectives

At the end of the session, teachers should be able to:

- 1 identify the different parts of the Action Research report;
- 2 grasp the details for writing each part of the Action Research report; and
- 3 prepare an Action Research report.



Key Understandings

- 1 The main parts of the Action Research report are:
 - a Context and Rationale;
 - b Innovation, Intervention, and Strategy;
 - c Research Question;
 - d Research Methods;
 - e Research Findings;
 - f Reflection;
 - g Action Plan; and
 - h Financial Report.
- 2 The preliminary parts include Title Page, Abstract, Acknowledgement, and Table of Contents.
- 3 For each part of the Action Research Report, there are specific things to consider to facilitate the writing

Materials

- laptop
- LCD projector
- manila paper for the poster
- marking pens
- masking tape
- 5-6 sets of metacards with parts of the Action Research report
- copies of the guide questions for the Reflection part of the Action Research Report
- copies of the suggested template for the Action Plan
- copies of the “Guidelines on Writing the Action Research Report”; one copy for each participant
- copies of worksheet for Action Research report
- copies of Oi Kit Chiang’s paper titled “Report on the Action Research Project on English Dictation in a Local Primary School” as



- sample of an Action Research report; one copy per participant
- copies of the Action Research Review Matrix for the alternative task under *Application*; one copy per team or pair
- poster of the Action Research Review Matrix with blank spaces for participants to write their responses on



TIME ALLOTMENT

120 minutes/ 2 hours



References

Department of Education. 2017. Research Management Guidelines. DepEd Order 16, s. 2017

XenPH 2011 “Thesis: Preliminary Parts.” Thesis Works (website). Accessed _____. thesisworks.com/2011/thesis-guide/thesis-preliminary-parts/

Chiang, Oi-kit. 2004 “Report on the Action Research Project on English Dictation in a Local Primary School.” Hong Kong Teachers’ Centre Journal 2 Accessed _____. <https://www.edborghk/hktc/download/journal/j2/P1-10.pdf>

Introduction

Begin the learning session by saying: “A pleasant day to everyone! I am _____, your LAC facilitator for today’s session. We are fortunate to be able to meet for another productive LAC session on Action Research Today, we will be discussing the writing of the Action Research report. We will talk about the different parts that should be included in the report. If you recall in the last LAC session, parts of the Action Research proposal were explained Do you still recall the parts of the Action Research proposal? Can you tell me what they are?” Pause to listen to participants’ responses.

Continue by saying: “That’s good Some of the parts of the Action Research proposal will also be in the Action Research report. In addition, there are some preliminary parts such as the Title Page and Abstract. Before we proceed though to our discussion, let us see if you can arrange the parts of the Action Research Report in correct sequence”

Activity (5 minutes)

Lead the participants in doing the following pre-discussion activity. Observe the following directions.

- 1 Divide the participants into small groups with four to five members each. Wait for the groups to sit together and settle down.
- 2 Give each group a set of metacards with the names of the specific parts of an Action Research report. Ask them to arrange the parts in order. Give them five (5) minutes to do this.
- 3 Check the outputs as the groups finish. After five minutes, call the group together. Ask them to share their outputs. Call on representatives from each group to read their sequence of parts.
- 4 Ask the participants in general to compare their outputs with the following sequence of the parts of the Action Research report as suggested by the DepEd

- a Title Page
- b Abstract
- c Acknowledgement
- d Table of Contents
- e Context and Rationale
- f Innovation, Intervention, or Strategy
- g Action Research Question/s
- h Action Research Methods
- i Research Results/Findings
- j Reflection
- k Action Plan
- l References
- m Annexes
 - 1) Financial Report

Analysis (time allotment)

Lead the participants in processing the result of the activity by asking them to compare the parts of the Action Research proposal, which were discussed in the previous LAC session, with the parts of the Action Research report that will be discussed today. Show them the following table and point to the parts that are *common* to both proposal and report and those that are *unique* in each.

ACTION RESEARCH PROPOSAL		ACTION RESEARCH REPORT	
I.	Context and Rationale	I.	Title Page
II.	Innovation, Intervention, or Strategy	II.	Abstract
III.	Action Research Question/s	III.	Acknowledgement
IV.	Action Research Methods	IV.	Table of Contents
	1. Research design	V.	Context and Rationale
	2. Sample/Participants and/or other sources of data and information	VI.	Innovation, Intervention, or Strategy
	3. Data gathering methods	VII.	Action Research Question/s
	4. Data analysis plan	VIII.	Action Research Methods
			1. Research design
			2. Sample/Participants and/or

V.	Work Plan and Timelines	other sources of data and information
VI.	Cost Estimates	
VII.	Plans for Dissemination and Utilization	3. Data gathering methods
VIII.	References	4. Data analysis techniques
	IX.	Research Results/Findings
	X.	Reflection
	XI.	Action Plan
	XII.	References
	XIII.	Annex(es)
		A. Financial Report
	XIV.	List of Tables
	XV.	List of Figures

Abstraction (50 minutes)

WAYS OF DISSEMINATING RESULTS OF ACTION RESEARCH

There are different ways of sharing the outcomes of Action Research Among these are the full Action Research report, journal article, executive summary, news or newsletter article, poster presentation, conference paper presentation, and forum.

The discussion today will only focus on how to write the full Action Research report. This includes all the important parts of the Action Research and all the details of the study. There are parts included in the Action Research proposal that are also found in the Action Research report. If your proposal has been well-written, all you will need to do is use these parts in your research report. You just need to change the tense from future to past tense since you are narrating past activities. However, there are also a few parts that are unique to the full report. Among these are the preliminary pages of the Action Research report. These include the Title Page, Abstract, Acknowledgement page, and Table of Contents.

PART I. PARTS OF THE ACTION RESEARCH REPORT

- 1 Title Page** This page includes the author's/authors' full name/s, the division/s of the author/s, the title of the Action Research, and the date of the completion of the study. It is suggested that the Title of the Action Research be in capital letters and should not exceed 16 words that can fit in an inverted pyramid form.
- 2 Abstract.** The Abstract is a concise summary of the Action Research and is often referred to as "research-in-miniature" Usually consisting of 200 up to 250 words that can take a maximum of 1 ½ pages single spaced, the Abstract should include summary of sampling, data collection and data analysis methods, and the final results of the Action Research From the Abstract, readers should be able to decide which part of the Action Research report they need to read in full.
- 3 Acknowledgement.** The Acknowledgement page contains words of gratitude or appreciation to people or institution/s that had helped the researcher along

the way. The appreciation, which usually takes up just one page, should be expressed in a concise manner avoiding strong emotive language

- 4 Table of Contents.** This preliminary part of the Action Research report is a guide to the reader on where to find specific parts. With it, readers can easily locate the part of the study that they want to read more fully. The *Table of Contents* lists the parts of the report and the pages where they are found. It includes the preliminary pages, the pages for the *List of Tables* and *List of Figures*, and the prescribed parts of the report.

PARTS COMMON WITH THE ACTION RESEARCH PROPOSAL

- 1 Context and Rationale** This part is a description of the area or focus of the Action Research, the reason/s why the topic is significant, and the specific objective/s or purpose/s of the study. It also explains how the Action Research had answered the problem or issue that the investigator wanted to address. Any data or current research related to the topic and the gap that was addressed in the Action Research are also conveyed in this part. Similarly, any theory, related studies, DepEd policies, or laws that had supported the hypothesis of the study about the intervention or treatment are appropriate to mention in this part. So are the activities that had been executed to achieve the goals of the Action Research

- 2 Innovation, Intervention, or Strategy.** The innovation, intervention, or strategy that had been implemented must be explained in detail in this part of the Action Research. Specific dates of implementation should be stated. It must be clearly shown how the treatment was able to address the problem or issue that initiated it in the first place. If there were any digressions or departures from the planned implementation, these must likewise be discussed here. Specific aspects of the intervention, innovation, or strategy that had been implemented by different members of the research team would be necessary to include in this part with an explanation of the task assignments.

If there was/were material/s used to implement the innovation, these must also be described here, referring to them as appendices.

- 3 Action Research Question/s.** For this part, the research question and any secondary questions are enumerated. An introductory statement might help the reader understand how and why the research question and secondary questions are stated as such. It must be clear from the research question what the purpose of the Action Research was, specifying also the intervention that was applied and the expected outcome. If there are any secondary question/s, these must be in congruence with and in support of the main research question and must be logically ordered.

- 4 Action Research Methods.** Four important procedures are included in this part, namely, research design, sample/participants or sources of data/information, data collection method/s, and data analysis techniques. This part should



justify why the research design was appropriate for the nature and purpose of the Action Research. Demographic information about and other relevant characteristics of the participants of the study should also be provided, as well as the sampling procedure applied. The data collection method/s that were used should be presented with details regarding format, number of items or questions, and other relevant features. Reference must be made to the actual instruments as appendices. Procedures followed in collecting data should also be described with as much detail as possible. Lastly, technique/s utilized for data analysis should be identified, with explanation as to their suitability to provide answer to the research question/s.

CLOSING PARTS OF THE ACTION RESEARCH REPORT

The last parts of the Action Research report are *Research Results*, *Reflection*, *Action Plan*, and *Financial Report*. Suggestions are also given to help you as teacher-researcher in writing each of them.

- 1 Research Results/Findings.** The following are some of the things that you need to remember in writing about the research findings.
 - a** Results or findings should be presented in relation to the research question. If there are secondary questions, then results should be in sequence according to their order. Presenting results according to the instruments used (eg, questionnaire items, interview questions, observation points) must be avoided.
 - b** Results can be presented through tables, graphs, charts, and diagrams, which can be made more interesting with colors and readable titles.
 - c** Narrative explanations and interpretation of results should precede tables and graphs (labelled as “Figure”).
 - d** Tables and figures are sequentially labelled using numbers. Labels for tables are written on top of them, while labels for figures are provided at the bottom.
 - e** In explaining the results, include implications and cite probable causes of the findings.
 - f** Discussion of findings should be clear and presented with as much detail as could be extracted from the analyses.

- 2 Reflection.** One of the unique parts of the Action Research report is the reflection, which follows a narrative format. In this part, the researcher shares what he or she has learned from the outcome/s of the study. Noteworthy experiences during the conduct of the study can also be included in this part. The following guide questions will help you in generating insights for inclusion as reflection.

Guide Questions for Reflection

(1) What have you learned from the outcome of the Action Research?

I learned that _____

(2) What have been your learning experience/s as a researcher in conducting the study?

I realized that _____

(3) What aspects of the study contributed to its success?

The facilitative aspect/s of the Action Research was/were _____

(4) What aspects of the study should be changed or improved in future implementation of the intervention?

It would have been better if _____

NOTE TO THE FACILITATOR:

Distribute copies of these guide questions to the participants.

3 Action Plan. This part of the Action Research report specifies several steps or activities that the researcher can undertake based on the results of the study in order to further improve the teaching and learning process and/or for the innovation, intervention, or strategy to succeed in future applications. This part may also include details regarding dissemination and utilization of the research results. These plans may be presented in narrative or tabular form or both. Essentially, this part is where the researcher informs the reader what he or she plans to do after the Action Research and what he or she plans to do with the results. The following table can be used in presenting the Action Plan.

Table ---. Suggested Template for an Action Plan

OBJECTIVE/S	ACTIVITIES/ STRATEGIES	PERSONS INVOLVED	TIME FRAME

NOTE TO THE FACILITATOR:

Distribute copies of the suggested template for an Action Plan to the participants.

4 Financial Report. This part of the Action Research Report refers to liquidation or reimbursement report and cost estimates. This should include supporting documents required for liquidation such as *cost estimates*, *summary of*



expenses, official receipts, and certification of expenses not requiring receipts. *Cost Estimates* was a part of the Action Research Proposal. The items and amount included in the liquidation or reimbursement report should be in agreement with the approved cost estimates included in the proposal. The following template for summary of expenses can be used as guide for the financial report.

SUMMARY OF EXPENSES TEMPLATE

ELIGIBLE ITEMS (DepEd Order 16, s. 2017)	PARTICULARS	QUANTITY	UNIT COST	TOTAL COST
a. Supplies and materials				
b. Domestic travel expenses				
c. Communication expenses				
d. Reproduction, printing, and binding costs				
e. Food and other incurred expenses during conduct of research (surveys, FGDs)				
f. Other expenses related to research dissemination				
GRAND TOTAL				

PART II. GUIDELINES ON WRITING THE ACTION RESEARCH REPORT

Note to the facilitator: Distribute the material “Guidelines on Writing the Action Research Report” and read through it with the participants. You may emphasize that most of the guidelines are the same as the ones for the writing of the Action Research proposal. Highlight the differences for the guidance of the participants.

End the discussion part of the session by saying: “This concludes our discussion for today. But before we proceed to the *Application* segment of our session, let me share with you an example of an Action Research Report.”

Note to the facilitator: Distribute copies of the sample Action Research reports included in this material. If you have other samples of reports, you may also share these with the group. Choose one sample and briefly go over the content, referring to the parts of the report as discussed. Some reports available may not have all the parts introduced in this session but try to look for examples of the missing parts from other materials.



Application (60 minutes)

Lead the participants as they put into practice what they have learned about writing the Action Research report. Say: “Given the guidelines and suggestions in writing the different parts of the Action Research report, you are now ready to prepare your own. For those who have already completed their Action Research but have not yet started writing the report, this is the time to begin writing. You may use the worksheet for this purpose” Distribute copies of the worksheet for Action Research report.

Continue by saying: “For those who have already started writing, you may examine your draft according to the suggestions in the worksheet distributed. If you are a team, work together. If you are not yet done with your Action Research, pretend that you are and try to complete the three sample tables or templates I distributed: *Guide Questions for Reflection*, *Action Plan*, and *Summary of Expenses*. You all have sixty minutes or one hour to do the worksheet. You may start working”

After giving the participants enough time to write their Action Research report based on the prescribed outline, call on one to two volunteers to present parts of their works. Collect the sample outputs if the participants used the worksheet for the report and are willing to give them to you. Otherwise, request them to email their outputs to you.

If the participants are not yet ready to write the draft of their Action Research Report, use the following as alternative activity.

- 1 Ask the participants to sit together in teams or pairs.
- 2 Once the pairs or groups have settled, distribute copies of Oi Kit Chiang’s paper titled “Report on the Action Research Project on English Dictation in a Local Primary School” and the following review matrix for Action Research

ACTION RESEARCH REVIEW MATRIX

Context & Rationale	Innovation/ Intervention/ Strategy	Research Question/s	Research Methods (Sample, Data Collection)	Research Findings

- 3 Ask the pairs or teams to read through the article and note its different parts using the given review matrix. Have them write the specific details from the article in the appropriate columns. Give them about 40 minutes to accomplish this task.
- 4 As the teams or pairs work, ask them to write their responses on a poster. After 40 minutes, call on some of them to read and share their outputs.

Closing (5 minutes)

End the learning session by saying: “Congratulations! Today’s session completes all the LAC sessions on Action Research! We have just had a very fruitful session and it is because you all did a wonderful job Thank you for your cooperation and active participation. I hope our discussions have motivated you to begin your Action Research, to pursue and complete it if you have already started it, , and to write your Action Research Report if you have already completed Moreover, I hope you have realized that writing an Action Research report is doable if you just follow the suggestions for each part. Finally, I hope our session has inspired you to conduct Action Research as an exciting part of your teaching experience Let us all try to develop and practice disciplined inquiry and make a difference in furthering our profession. I look forward to listening to your presentation or reading a short write-up of your Action Research soon. Let me end this session by quoting the American author, Ryan Holiday:

‘Writing the perfect paper is not like a military operation. It takes discipline, foresight, research, strategy, and if done right, ends in total victory.’

—Ryan Holiday

God bless you all.”

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