



**ACTION RESEARCH**  
**SESSION 63**  
**TIPS IN WRITING AN**  
**ACTION RESEARCH**  
**REPORT**



# Objectives

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

- 1 review the content of an Action Research proposal and report;
- 2 format the initial draft of an Action Research proposal and report; and
- 3 revise the Action Research proposal and report.



# Key Understandings

- 1 Revising drafts is an essential step in polishing an Action Research proposal and report before submission.
- 2 Revising drafts requires an understanding of the practical tips in writing and document formatting.

# Materials

- laptop/desktop
- LCD projector
- word processor (e.g., Microsoft Word)
- Action Research proposal and report draft (soft copy)
- checklist for Action Research proposal or report (printed copy)
- Pocket Wi-Fi



## TIMEALLOTMENT

120 minutes/ 2 hours



# References

**Hendricks, C. (2013).** *Improving Schools through Action Research: A Reflective Practice Approach*. Boston, MA: Pearson.

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

**Paiz, J., Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., Brizee, A., & Keck, R. (2018, March 30).** *Reference list: Electronic sources (Web Publications)*. Retrieved from <https://owl.english.purdue.edu/owl/resource/560/01/>.

Paiz, J., Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., Brizee, A., & Keck, R. (2018, March 30). *In-text citations: The basics*. Retrieved from <https://owl.english.purdue.edu/owl/resource/560/02/>.

# Introduction

Begin the learning session by saying: “Good \_\_\_\_\_, everyone. Welcome to another exciting learning session. I am \_\_\_\_\_, your LAC facilitator. Today, we will be focusing on the tips in writing an Action Research. It is assumed that you have already written a substantial part of your Action Research proposal. We will be discussing the writing guidelines and the standards of formatting your proposal and report. At the end of this session, you are expected to be able to revise your Action Research proposal.”

## Activity (5 minutes)

Distribute copies of the following checklist to the participants then ask them to use it in verifying that their Action Research proposal and report has all the significant parts. Collect the checklist after 5 minutes.

ACTION RESEARCH PROPOSAL	ACTION RESEARCH REPORT
<ul style="list-style-type: none"> <li>• Context and Rationale</li> <li>• Innovation, Intervention, or Strategy</li> <li>• Action Research Question/s</li> <li>• Action Research Methods               <ul style="list-style-type: none"> <li>○ Research design</li> <li>○ Sample/Participants and/or other sources of data and information</li> <li>○ Data gathering methods</li> <li>○ Data analysis plan</li> </ul> </li> <li>• Work Plan and Timelines</li> <li>• Cost Estimates</li> <li>• Plans for Dissemination and Utilization</li> <li>• References</li> </ul>	<ul style="list-style-type: none"> <li>• Title Page</li> <li>• Abstract</li> <li>• Acknowledgement</li> <li>• Table of Contents</li> <li>• Context and Rationale</li> <li>• Innovation, Intervention, or Strategy</li> <li>• Action Research Question/s</li> <li>• Action Research Methods               <ul style="list-style-type: none"> <li>○ Research design</li> <li>○ Sample/Participants and/or other sources of data and information</li> <li>○ Data gathering methods</li> <li>○ Data analysis techniques</li> </ul> </li> <li>• Research Results/Findings</li> <li>• Reflection</li> <li>• Action Plan</li> <li>• References</li> <li>• Annex(es)               <ul style="list-style-type: none"> <li>○ Financial Report</li> </ul> </li> <li>• List of Tables</li> <li>• List of Figures</li> </ul>

Take note of the parts that the participants marked as missing on their drafts. Remind them that they are required to update this checklist based on what they will be able to write during the *Application* part of this session.

## Abstraction (30 minutes)

Proceed to the discussion proper by saying: “Our session for today focuses on revising your action research proposal. We will discuss the guidelines, formatting, and practical tips to get you started in writing or keep you going. As we go along, I would recommend using the soft copy of your Action Research proposal in applying the following standards and guidelines.”

### WRITING GUIDELINES

The following are some practical tips that will help you in preparing the initial draft of your Action Research proposal and report.

Note to the facilitator: Ask the participants to turn on their laptop or desktop computer and then open their Action Research proposal draft in a word processor such as Microsoft Word.

Say: “It is important that you read the guidelines before preparing your initial draft. These should be observed throughout the writing process. Let us now take a look at the detailed list.”

#### A. Writing Paragraphs

- 1 In writing a paragraph, it is helpful to consider the following elements:
  - a. the reason why you compose the paragraph (purpose);
  - b. the approach that you convey about the paragraph’s subject (tone); and
  - c. the individual or group whom you intend to address (audience).
- 2 Use plain and simple language as well as short words and brief sentences.
- 3 Arrange sentences in logical order. Connect related ideas through appropriate transition words.
- 4 When using an acronym, indicate what the letters stand for at their first occurrence in your Action Research proposal and report.  
Example: The Office crafted its second Division Education Development Plan (DEDP).
- 5 The Action Research proposal is written in present and/or future tense while the completed Action Research report is written in past tense.
- 6 The use of the first person (I, we, our), second person (you, yourself), and third person (he, him, she) point of view in writing the Action Research proposal and report is acceptable. However, the chosen point of view should be used consistently throughout a sentence or paragraph.

#### B. In-text Citation

An in-text citation documents sources within the body of the paper. For your Action Research proposal and report, it is recommended that you use the American Psychological Association (APA) style for in-text citation and referencing. The following are some examples according to the number of authors of a book.

- 1 Single author (book): Provide the author’s last name followed by a comma and the year of publication.  
Example: Action research enables teachers to improve their classroom practices (McNiff, 2013).

- 2 Two authors (book): Use an ampersand (&) before the second author's last name followed by a comma and the year of publication.  
Example: As observed, an action research is meant to address the needs of learners in a particular setting (Herr & Anderson, 2014).
- 3 Three to five authors (book): Give all the authors' names the first time the citation occurs in the document. Include only the last name of the first author followed by "et al." for subsequent citations.

Examples:

First citation—Collaboration among school administrators, teachers, students, and parents are contributory to successful educational reform (Nugent, Malik, & Hollingsworth, 2012).

Second citation—Parents are important in implementing changes in educational practice (Nugent et al., 2012).

You can refer to this link for more information regarding APA style of in-text citation: <https://owl.english.purdue.edu/owl/resource/560/02/>.

### C. Reference List

All sources cited within your proposal and report should appear in the References section. Observe the APA style in doing this. Consider the following guidelines in preparing the entries for the reference list.

- 1 Reference entries include the following information:
  - a name of the author(s)
  - b year of publication and, where applicable, the exact date of publication
  - c full title of the source
  - d city of publication (for books)
  - e name of the periodical or book in which the article or essay appears
  - f volume number, issue number, and pages where the article appears (for magazine and journal articles)
  - g URL where the material is located (for online reference materials)
- 2 Entries must be arranged alphabetically by the last name of the first author. However, works by same authors are arranged in order of year of publication with the earliest one first.
- 3 Use hanging indentation for each entry where the first line should be left aligned while any line that follows is indented five spaces.
- 4 The following are examples of listing entries for various types of references.
  - a Books: author, date, title of book, location of publication, publisher  
Burns, A. (1999). Collaborative action research for English language teachers. Cambridge, England: Cambridge University Press.
  - b Journal articles retrieved from the internet: author, date, article title, journal title, [electronic version], volume number, page numbers  
Buschman, L. (2001). Using student interviews to guide classroom instruction [Electronic version], *Teaching Children Mathematics*, 8, 222-227

- 5 A complete guide to citing various references in APA format can be found at this link: <https://owl.english.purdue.edu/owl/resource/560/01/>.
- 6 Set the section headings in all capital letters and centered at the top of the page (e.g. ABSTRACT, ACKNOWLEDGMENT, TABLE OF CONTENTS, REFERENCES). Have double space from the heading to the first line of the text. No bold, formatting, italics, underline, or quotation marks.

**D. Formatting the Proposal and Report**

The following are guidelines in formatting your Action Research proposal and report. Say:

“Now that you have aligned your initial draft to the writing standards, we will now proceed to formatting of your initial draft.” You may ask the participants to apply the formatting command as you go along the list.

- 1 The recommended font style is Times New Roman with 12 pt. font size. Typeface must be regular and consistent throughout the entire paper to facilitate reading. Bold and italics may be used to emphasize words.
- 2 Observe the use of double Spacing. However, use only one space between words, after every comma, semicolon, or colon. Leave two spaces at the end of every sentence before starting a new one.
- 3 The first line of each paragraph and subheading should be indented one half inch (0.5”).
- 4 The most commonly used paper size is A4 (827 × 1169 inches).
- 5 Observe one inch margins on all sides (top, left, bottom, right).
- 6 The Title Page, Abstract, and Acknowledgement do not have page numbers but are counted as pages i, ii, iii respectively. Actual page numbering begins with iv on the Table of Contents. The body of the document follows the List of Figures and begins with number 1
- 7 Align left all entries in the Table of Contents. A period leader may be inserted between an entry/heading and its corresponding page number. Apply upper case Roman numerals (I, II, III) list style for the first level of your entries. You may use numbers (1, 2, 3) and letters (a, b, c) for the subheadings.
- 8 The Table of Contents may contain the following parts:

ACTION RESEARCH PROPOSAL	ACTION RESEARCH REPORT
I. Context and Rationale II. Innovation, Intervention, or Strategy III. Action Research Question/s IV. Action Research Methods <ol style="list-style-type: none"> <li>1. Research design</li> <li>2. Sample/Participants and/or other sources of data and information</li> <li>3. Data gathering methods</li> </ol>	I. Title Page II. Abstract III. Acknowledgement IV. Table of Contents V. Context and Rationale VI. Innovation, Intervention, or Strategy VII. Action Research Question/s VIII. Action Research Methods <ol style="list-style-type: none"> <li>1. Research design</li> </ol>



4. Data analysis plan	2. Sample/Participants and/or other sources of data and information
V. Work Plan and Timelines	3. Data gathering methods
VI. Cost Estimates	4. Data analysis techniques
VII. Plans for Dissemination and Utilization	IX. Research Results/Findings
VIII. References	X. Reflection
	XI. Action Plan
	XII. References
	XIII. Annex(es)
	A. Financial Report
	XIV. List of Tables
	XV. List of Figures

- 9** Always check page references for accuracy.
- 10** For the List of Tables and Figures, align left all entries after the heading. Observe a numbering system for the table numbers, captions, and page numbers of all tables. Each list should begin at the top of a new page.
- 11** Annexes immediately follow after the Reference page and should be labelled as Annex A, B, C, etc.
- 12** Check the entire proposal and report for misspellings, typographical errors, grammatical errors, etc. or have someone else check do it. As an alternative, you may use the built-in features of a word processor. For example, in Microsoft Word click Review on the menu bar then select Spelling & Grammar.

## GETTING STARTED

Below are practical tips to help Action Researchers move from planning to writing the Action Research proposal and report.

- 1** Work in a well-lighted and conducive place.
- 2** Try to write at least one paragraph or section each day. Before you know it, you already have written the whole proposal or report as scheduled or even ahead of it.
- 3** Write. Write. Write. It is better to write more than less.
- 4** Action Research is a disciplined inquiry. Make sure to have an index card or notebook with you all the time to scribble some notes, words, or phrases that you find essential in your writing.
- 5** Collect different sources and organize them by topics or by themes for ease of reference.
- 6** Review your write-ups. Never skip feedback. Find a writing buddy to give good and thoughtful suggestions.
- 7** Forget other papers or researches that you have or want to write as you work on your proposal or report to be able to keep your focus.
- 8** Have fun as you work on your report and try to write from the heart.

## Application (30 minutes)

Lead the participants as they put into practice what they have learned in this session by doing the following activity. Observe the following directions.

### ACTION RESEARCH



- 1 Ask the participants to begin formatting their initial drafts of their Action Research proposals and reports according to the guidelines introduced earlier.
- 2 On a separate sheet, have the participants draw a table as shown below to help them organize their sources.

Source	Works Cited	In-Text Citation
Single author (book)		
Two authors (book)		
Three to five authors (book)		

- 3 Instruct the participants to make use of the remaining 20 minutes to revise their Action research proposal and report. Remind them to observe the writing guidelines and formatting standards throughout the process.
- 4 Before the session ends, tell the participants that they are required to submit a soft copy of their revised Action Research proposal or report. Advise them to refer to Annex 4B of DepEd Order No. 16, s. 2017 to ensure the alignment of their content with the evaluation criteria.

## Closing (5 minutes)

End the learning session by calling on 2 to 3 participants to give their insights and learnings from the activity. Ask them how this session has helped them improve their work.

Then, share the following quote:

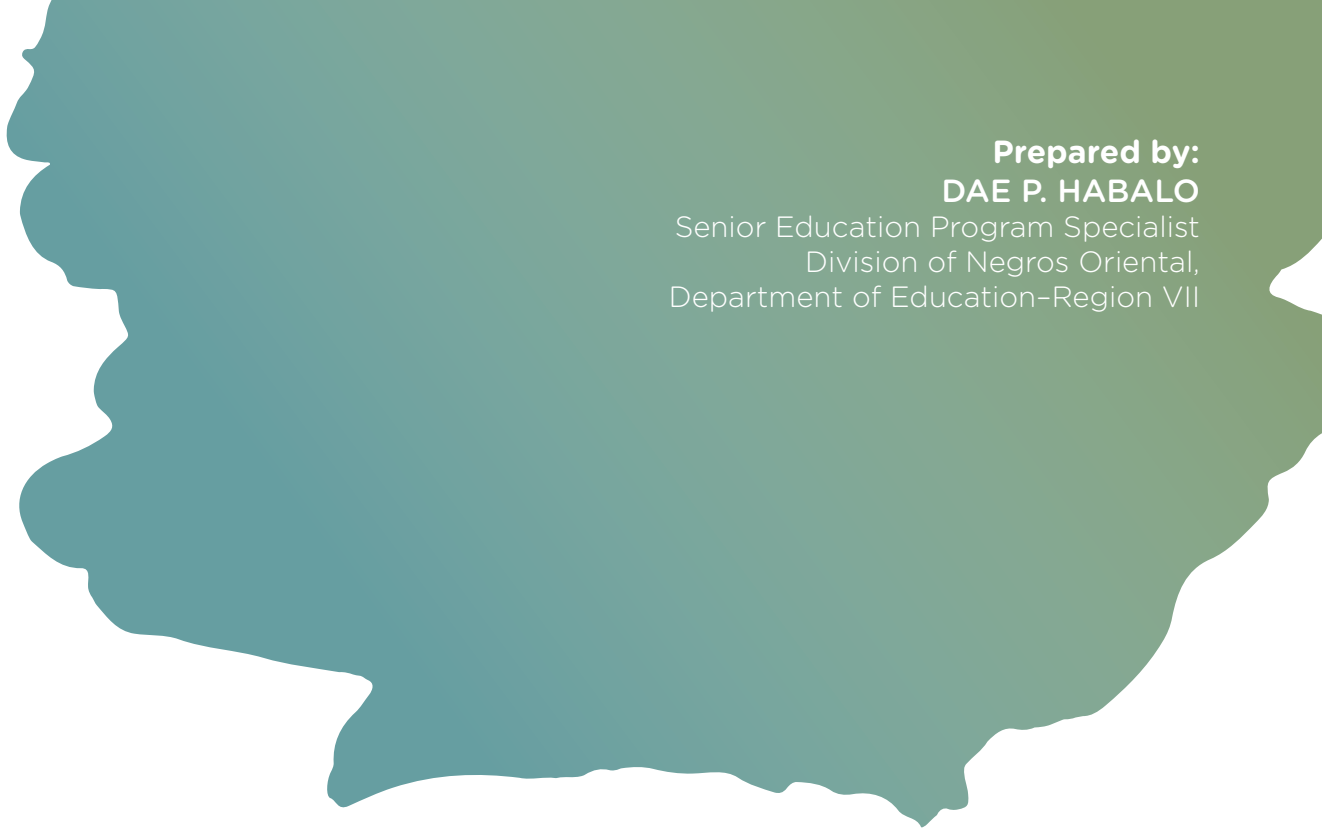
“If at first you don’t succeed, search, search again. That is why we call it research.”

—Anonymous

Say: “Congratulations for completing all the LAC Sessions on Action Research! You all did a wonderful job. Remember to develop and practice disciplined inquiry to make a difference in furthering our profession. Thank you for your active participation in this session. I look forward to a more exciting experience with you in our next sessi







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