

## CHAPTER 1: INTRODUCTION/RATIONALE

Objectives/ Purposes of the Study

Statement of the Problems

Scope of the Study

Definition of Terms

**Students:** The students who are studying in the 3<sup>rd</sup> year of the Faculty of Business Administration at RSU

**English Communication:** Communication is a learned skill which people use to contact in written language (X, 1989).

## Chapter 2: Review of Literature

• **Theories, documents, historical records, photos, government reports, newspaper accounts**

• **Empirical studies**

- **what the facts are**

- **which hypotheses seem important**

- **what research studies are similar and unknown**

## CHAPTER 3: METHODOLOGY

**Purpose:** To document all specialized materials and general procedures, so that another researcher may use some or all of the methods in another study.

- Present one or more research methods used i.e. opinion polling, case study, experimental, or other.

Subject/Materials

- Describe the subject or the material used in the study and how it is selected.

Data Collection

- Describe data collection including, for example, the mailing of questionnaires, the gathering of subjects, the scheduling of interviews, or the recording of differences between two groups of subjects.

## CHAPTER 4: RESULTS

**Purpose:** To present and illustrate the findings/results

- Summarize the findings in text and illustrate them, if appropriate, with figures and tables.

EX. Table 2 shows that most of students can memorize words....

- Describe the question that was asked in the study by making a particular observation.

EX. Do you think what level of your English it is?

There were 23 students or 45% thinking that their English is good.

## CHAPTER 5: CONCLUSION AND DISCUSSION

### CONCLUSION:

- Must go beyond mere summary and repetition of the thesis.

➡ Should reach a judgment to endorse one side of an issue, to discuss findings, or to offer directives

- Move from a detailed to a general level of consideration that returns the topic to the context provided by the introduction.

➡ Summary can be an important function of conclusions but keep this part brief.

- Don't end your conclusion with a quotation or with a statement that could very well be the subject of another paper.

### ABSTRACT

(after Certificate of Approval but before Acknowledgments)

- present objective, short methodology, summary of results and brief discussion  
- similar to conclusion/summary but shorter

\* Similar to conclusion/summary but shorter

(usually 1 paragraph only and written last, so that it ends up of what you've already done)