

Research Report Abstract Outline

1. Title

A concise and descriptive title of the research report.

2. Background / Introduction

Brief context and rationale behind the study. State the research problem or question.

3. Objectives / Purpose

Clearly state the main aim(s) or objectives of the research.

4. Methodology

Summarize the research design, sampling, data collection, and analysis methods used.

5. Results / Findings

Present the major findings or results of the study—only the most important data, succinctly stated.

6. Conclusion

Summarize the implications of the findings, highlighting the significance of the research.

7. Keywords

List 3–5 relevant keywords that best describe the content of the report.

Important Notes

- Abstracts are usually 150–300 words in length.
- Write in a clear, concise, and objective manner.
- Focus on what was researched, how it was done, what was found, and why it matters.
- Avoid abbreviations and technical jargon unless widely understood.
- Should be understandable as a standalone summary of the research.