Tips

Interviews

* Never get involved in long explanations of the study
* Never deviate from the study introduction, sequence of questions or question wording
* Avoid interruptions
* Never suggest an answer or agree or disagree with the participants
* Never interpret the meaning of the answer in front of the participant
* Never change words on the participant’s answer

The stages of carrying out a research project

1. Establishing the focus of the study
2. Literature review
3. Identifying the specific objectives of the study
4. Selecting the research methods
5. Arranging research access
6. Developing the research instrument
7. Collecting the data
8. Ordering/organising the data
9. Writing the results
10. Analysing the data
11. Writing up

Addressing the research questions

* Do you plan to choose methodology appropriate to the questions?
* Do you intend to follow a research tradition?
* Can you tell me in just one sentence what you are doing?

Presenting your research project

This is the order in which to present your research project:

1. Abstract
2. Introduction
3. Literature review
4. Methodology
5. Results
6. Analysis
7. Conclusions
8. References
9. Appendices

A **common mistake** that students make is to present the appendix before the reference list. Ensure you don’t do this, and rather present your appendices **after** the reference list.