

ACTION RESEARCH REPORT TEMPLATE

1. Name of School	
2. Name of the Lead Researcher 2.1 Email Address 2.2 Phone Number	
3. Co-researchers 3.1 Name 3.2 Email Address	
1. Research Title	
2. Abstract	Approx. 200-250 words
3. Introduction (approx. 500 words)	Short paragraph on the background and context of the Action Research
4. Objective(s)	
5. Reconnaissance (approx. 500 words)	Situational Analysis Present evidence-based critical analysis of the current situation. Substantiate by identifying and explaining relevant indicators.
6. Competence (approx. 200 words)	Competence a) Researcher's: (1) research competence, (2) competence in the area chosen for the study b) Research Participants': o ability to participate in the study on the subject chosen for the study c) Critical Friend's: o efficacy in action research process and method

7. Literature Review (approx. 600 words)		Define the scope of the study, establish the gap, and write a narrative synthesis of recently published papers.
8. Action Research Question		Based on SMART or Maxwell's SSD model.
9. Data collection and analysis (approx. 500 words)		Data Collection Tools Write a short paragraph explaining the tools that you have employed for the study. Some of the examples are: - o Interview - o Observation - o Document Analysis - o Research Diary - o Survey Baseline Data gathering and analysis Gather and analyse baseline data, and establish the benchmark of the problem.
10. Ethical consideration (approx. 200 words)		Include measures that were taken to address all ethical aspects.
11. Intervention (approx. 500 words)	Act and Observe	Intervention a) confirm indicators for intervention b) identify one or more strategies against each indicator c) act on the indicators by implementing the strategies d) maintain a research diary on how long and how often are the strategies implemented e) take reflective notes on how effectively the strategies were implemented
12. Result (approx. 1200 words)	Post-Intervention data gathering and analysis	Post-Intervention data gathering and analysis a) analyse post-intervention data b) make a comparative analysis of the two sets of data (baseline and post-intervention data)
13. Reflect (approx. 800 words)		Reflect on the situation by following Borton's Framework (1970) from the guideline.
14. Reference		Follow the latest APA referencing style.
15. Appendix		Attach research tools, consent forms, technical terminology, and other relevant documents.

Word limit for English Research Report is 5000 (+/- 10%) excluding abstract, reference and appendix.