

How to write a Case Study: Guide for NGOs

In simple terms, writing a case study is like narrating a story of a person or a group or any other entity to represent a fact or a real situation. Now because it should represent a real fact or situation, a certain system has to be following in the process of writing the case study.

The methodology to write a case study is given below:

First Step: Identify the person, group or the entity on which you need to write a case study. Generally, you want to write a case study because you have already identified or have it in your mind the protagonist of your story.

Second Step: Start researching and collecting information about your hero. Prepare your questions about the hero's past, present and future and then go about asking them to the hero itself and/or those around it.

Third Step: When the research is complete, come back to your office with all the information and begin writing the case study.

Fourth Step: Give a catchy title to your case study. Follow the pattern of giving an introduction to the situation. After describing the situation, write about your hero or the case by giving its background story. Then, the middle of the case study will have the information about the change or the uniqueness of the story reported through an incident. Highlight this incident as it reflects the real fact or situation of the story. Then write the conclusion as the end part of the story.

Fifth Step: Once you have completed the first draft, read it again and if necessary, re-write it again to make sure if the concept has been conveyed to the reader. If possible, share the draft with a friend or a colleague to get feedback. Once you are satisfied, you can then present your case study.

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