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Precis 5

In the book *Craft of Research*, chapter thirteen talks about drafting your report. Drafting of a report involves the use of certain keywords that were significant in the study and also making sure to paraphrase, summarize and quote appropriately (Booth et al. 207). The author clearly indicates that making use of keywords will enable the writer to keep oneself on track with the subject of research. The authors emphasize the use of writing techniques to guard against any form of plagiarism, there is also the need to cite all the sources used. It is of social significance to cite all the resources used.

In chapter fourteen the authors focus on the issue of organization and argument. A good researcher should focus on thinking like the reader, this will prove to be quite useful since the researcher will be able to break down the reports into distinct sections. A reader should be able to distinguish where one point ends and where the next begins, identify the introduction as well as the conclusion. An important part of a report is the abstract which is used to give the readers a brief description of what the report is about. The abstract contains the key themes, the research problem and the summary (Booth et al. 230).

Chapter sixteen of the book talks about how to write introductions and conclusions in a research paper. The authors indicate that an effective research paper should have a striking fact at the introduction with a relevant anecdote. The next step is to establish a common ground and state the problem, state the response, the solution or a promise to a solution. While writing the conclusion, the researcher should first start with the main point of

the research followed by adding any new significant fact and finally call out for more research (Booth et al. 263).

Work Cited

Booth, Wayne, Colomb Gregory, Williams, Joseph. *The Craft of Research*. Chicago: University of Chicago Press, 2008. Print.