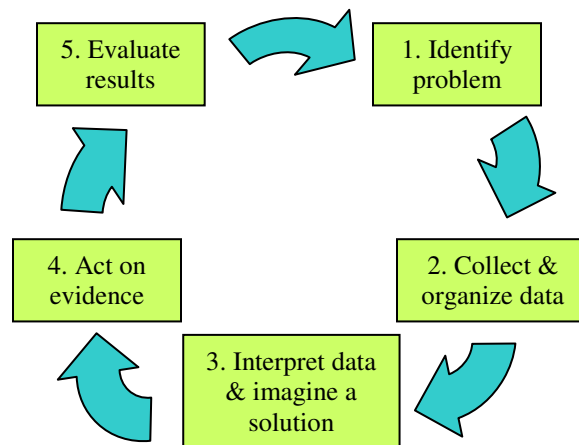


MASTER IN TEACHING ENGLISH AS A FOREIGN LANGUAGE

Guidelines for Writing an Action Research Project

The basic steps

- Review your current practice.
- Identify an aspect that you want to investigate.
- Collect and organize data.
- Interpret data and imagine a solution or a way forward.
- Try it out and take stock of what happens.
- Monitor what you do.
- Review and evaluate the modified action.



The contents

The manuscript will include the following items:

- Cover page (title information, name, date).
- Table of contents (list the items with appropriate page numbers).
- Introduction:

Objectives

- Clearly describe the purpose of the study and its significance.
- Discuss factors that initially prompted you to ask this question. How did the idea originate?
- Describe how answering the question might improve your practice.

Literature review

- Identify the main aspects of your research questions.
- Introduce the main theories that allow you to discuss your project.
- Define the basic terminology and concepts related to the issues you will discuss.
- Summary of the state of the art; present the literature for each part of the question.

Methodology and work plan

- Detail and justify the method and the work plan you put forward.

➤ The study

The Context (provide a brief description of your site).

- Clearly describe the chosen setting (classroom, school, etc.). Include all pertinent information available.
- Situate the question in the context. How does the question relate to the context? What is it about the context that relates to the question?
- Describe all pertinent actors: Who were they? Why were they important?

Data collection

- What sort of data did you collect?
- How did you collect the data? Describe the methods used (include questionnaires, interviews, etc. in appendix).
- Address why they are appropriate.
- Describe resources needed.
- Present a timeline.

Data analysis

- Describe analysis procedures.
- Discuss why these procedures are appropriate.

The findings

- What happened? What did you find? Describe in detail. You can use narrative, quotes from the data sources, samples of student work, tables, and/or charts to display your data and provide evidence for your findings. You should relate these findings back to your research questions.
- Modifications/Re-Analysis. Discuss possible alternatives, if appropriate.

The plan of action

- Recommended action you will take based on your findings.
- Who is responsible?
- Timeline.
- Resources and materials.

➤ Conclusions

Outcomes

- What were the outcomes of your study?
- Discuss your own interpretation of what happened and why.
- What successes or difficulties did you have in carrying out this action research?
- Address what you have learned from this study.

Implications

- Summarize the question studied and the major issues involved.
 - Address the twists and turns experienced between original identified question and results that were produced.
 - Identify the limitations of the study.
 - Discuss implications for other teachers' practice and educational policy.
 - Describe recommendations for your future study.
- References / Works cited list (any source of information and ideas other than the author's must be referenced in the Action Research Report. References must conform to current APA publication standards. (for information on APA Style click here or visit www.apastyle.org)
 - Appendices (any ancillary materials should be included in the Action Research Project in appendices).

Presentation

The length of the final project report should be in the range of 8,000-12,000 words. Please make all your writing relevant. The Action Research Project is intended to be a professional manuscript that reflects scholarly work and effort.

It should be typed, double-spaced on standard-sized paper (DIN A4 – 21x29.7 cm). Ample margin should be left for comment.

Remember! You are required to submit your own original work. Where other material is used, you must state the sources from which the information is derived. Any act of plagiarism or intellectual dishonesty will result in a "Suspense". If you are unclear about plagiarism or some other breach of academic integrity, please ask your instructor to clarify.

References

- Hubbard, R. S., and B. M. Power (2003) *The Art of Classroom Inquiry: A Handbook for Teacher-researchers*. Rev. ed. Portsmouth, NH: Heinemann.
- Mills, Geoffrey E. (2006) *Action Research: A Guide for the Teacher Researcher*. 3rd ed. London: Prentice Hall
- McNiff, Jean, Pam Lomax and Jack Whitehead (2003) *You and Your Action Research Project*. 2nd ed. London: Routledge.
- Sagor, Richard (2004) *The Action Research Guidebook: A Four-step Process for Educators and School Teams*. Thousand Oaks, CA: Corwin Press.
- Stringer, E. (1996) *Action Research: A Handbook for Practitioners*. Thousand Oaks, CA: Sage Publications.

Links to action research web sites

Action Learning and Action Resources (ALAR). It lists frequently asked questions about action research.

<http://www.scu.edu.au/schools/gcm/ar/arp/arfaq.html>

Action Research at Bath University (UK)

<http://www.actionresearch.net/>

Action research for professional development. Concise advice for new action researchers, by Jean McNiff

<http://www.jeanmcniff.com/booklet1.html>