

Research methodology: Economic report writing

(MR-RMERW)

24–25 June 2013

Course Director: Sandra Mollentze

Objective

The aim of this course is to equip course participants with a solid understanding of the fundamental principles of economic report writing as part of research methodology. The focus is largely on topics that relate to the design of economic texts in the context of the South African Reserve Bank.

Content

The following topics will be covered:

- Principles of document design and information management
 - Organising text
 - Typographic principles
 - Graphics
 - Colour
- Writing
 - Elementary rules of usage
 - Elements of composition and style
 - Common errors
- British and American English.

Practical activities

By the end of the course participants will be required to complete an assignment that covers every aspect of report writing. On the final day participants will present their research findings in the form of a concise research report. The content of the report will be suited to the expertise or interest of the individual candidate to ensure that everyone is comfortable with what he or she is writing, and writes in his or her own natural style.

Course participants will be made aware of, and be introduced to, the elements of document design to ensure that their economic reports are accessible and understandable to their

target audience. They will be shown how to access and manipulate economic data extracted from various economic databases. The graphic representation of research findings should meet the requirements of simplicity and successful communication; these requirements will be discussed and illustrated. The art of writing an economic text and all its applicable facets will receive substantial attention.

Target group

This course is aimed at researchers in the various fields of economics. It focuses on the stage in the research process when research findings have to be presented in a properly designed and well-written document. It focuses on the linguistic elements of document design to ensure optimal legibility, followed by the elements of good writing as they apply to economic texts. The context, examples and practical assignment of the course are customised for economists who have to report on economic research.

Format

This is a two-day course in which formal lectures, informal group discussions and group assignments form part of the training methodology. It will be facilitated by experts in this particular field.

Participants will be tasked with analysing a relevant research topic that must be submitted in the form of a professional research report. Each report will be discussed and evaluated by the facilitator to allow participants the opportunity to raise specific difficulties that they may experience and to optimise practical exposure.

