

There are three ways to gather facts and information:

1. Through careful observation
2. Through intelligent fieldwork (talking to the appropriate person)
3. Through library research

The Rules of Evidence

In presenting your findings, use the following Rules of Evidence:

Rules of Evidence	Explanation
1. Look at the evidence and follow where it leads.	The trick here is not to let your own bias lead you into selecting only the evidence you agree with. If you aren't careful, you unconsciously start forcing the evidence to fit the design that seems to be emerging. When fact A and fact B both point toward the same conclusion, there is always the temptation to make fact C fit.
2. Look for the simplest explanation that accounts for all the evidence.	When the lights in the room go out, the sudden darkness might be taken as evidence of a power failure. But a quick investigation turns up other evidence: the streetlights are still on; the refrigerator is still functioning. A simpler explanation may exist, so a check of the circuit breakers or fuse box would be appropriate.
3. Look at all likely alternatives.	Likely alternatives in the example just outlined could include burned-out bulbs, loose plugs, and defective outlets; so all alternatives should be examined in the investigation stage. During the writing stage, however, do not overload the reader with a detailed examination of eight or ten alternatives. Reduce the number to three, or perhaps four, alternatives. The others can usually be discussed and dealt with in one brief paragraph. Examining alternatives has two other major advantages: it saves the reader raising the question in his or her mind, "Didn't the writer of this report look at anything else?", and it establishes writer's objectivity.
4. Beware of absolute statements.	In the complexity of the real world, we can rarely state absolute generalizations. Be wary of writing general statements using words like "all," "never," or "always." Sometimes these words can be effectively implied rather than stated.

Example Of Report Proposal

K Morrison



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