

Guidelines for a Report

At the conclusion of your Science Project you will have to prepare a Report. The Report should be an exceedingly neat (read "typed") document that includes the following items

- Title Page
- Table of Contents
- Research
- Question
- Hypothesis
- Procedure
- Data
- Results
- Graphs
- Conclusion
- Bibliography

SHOW & TELL

Every presentation, like your report, has two major components. Those components are appearance and content. These are like "show" and "tell". The appearance is the "show". Your report should be exceedingly neat and attractive. The content is like the "tell". Your report should give people all the information they need to understand exactly what you were trying to do, how you did it, and what you found out. You must make sure your presentation does a good job in both of these areas.

REPORT TIPS

- Check your report thoroughly for spelling and grammar. Have your Language Arts teacher help you.
- Start early. A good report is the result of many hours of work. Begin now to think about what it will look like.
- Make sure all your graphs; tables, charts and diagrams follow the guidelines.