



# Scientific Report Writing Plan

## TITLE PAGE INFORMATION:

	<b>Draft</b>
<p><b>Introduction &amp; Researchable Question</b>            What topic is to be investigated?            What do I already know about the topic?            What am I trying to research? (Purpose)            What do I think will happen? (Hypothesis)</p>	
<p><b>Equipment</b>            Briefly list equipment needed. A neatly labelled diagram may be useful.</p>	
<p><b>Procedure/Methodology</b>            * Use past tense, third person <b>throughout the report</b> (not <i>I, you, we</i>)            eg ...Six test tubes were set up...            * Number each step to show what was done in what order.            * List risks involved and how you managed them.</p>	
<p><b>Results</b>            Present data clearly, for example in a table format.</p> <p><i>Tip: Check that graphs, tables and diagrams are clear and labelled.</i></p>	
<p><b>Discussion/Evaluation</b></p> <p>* Include <b>interpretation</b> of the results of the experiment (calculations, chemical equations and clearly labelled graphs).</p> <p>* Include answers to questions asked, explanations and discussion of theory if important.</p> <p>* How do the results you obtained in this experiment compare with known results from your text or other sources?</p>	

<p>*Were results consistent or did they vary and why?</p> <p>* Discuss possible <b>sources of error</b>:  <i>Human error</i> – from tools/instruments being used/read incorrectly;  <i>Systematic error</i> – equipment not correctly calibrated, so measurements are consistently incorrect;  <i>Random errors</i> – Changes in materials used or varying conditions.</p> <p>* Check your arguments for accuracy, bias and omission.</p> <p>* Identify limitations of your conclusions. Have all relevant factors been included in the investigation?</p> <p>*How could your investigation have been improved?</p>	
<p><b>Conclusion</b>  <b>Summarise</b> your results and <b>answer</b> the “researchable <b>question</b>’ posed in your introduction.</p> <p>*What was the purpose of the experiment?  * What were the major findings?  * Did this support your original hypothesis?  * How did your findings compare with other people’s findings and the information in your text?  * How have you achieved your aim?</p> <p><b>Tip:</b> <i>Keep conclusion short.</i></p>	

**Remember:**

- Scientific reports are written in the third person, past tense in passive voice.
- Use concise, specific, simple and impersonal language.
- Your report should be well-organised under headings provided, clearly and neatly presented.
- Check that graphs and diagrams are clearly labelled.
- Proof-read and edit your report.