

Goal • Become familiar with requirements for writing up a science inquiry.

What to Do

- Use this checklist to assist you in organizing a written report of an experiment or investigation.
- Check off each item as you complete it.

Checklist

1. State the title and timing of your inquiry.
 - _____ Provide title of investigation or experiment.
 - _____ Indicate the timing of the investigation or experiment.
 - _____ Include your name and the date your write-up is to be handed in.
2. State the problem you investigated.
 - _____ Clearly state your inquiry problem.
 - _____ State your hypothesis.
 - _____ Specify your prediction.
3. Describe the procedure you followed.
 - _____ List, in a clear order, the steps in your procedure.
 - _____ Identify your inquiry's independent and dependent variables.
 - _____ State how you varied and measured your independent variable.
 - _____ State how you measured your dependent variable.
 - _____ Describe how you tried to keep other actors constant.
 - _____ Indicate your strategy for control and how you developed it.
 - _____ List safety precautions that you were aware of and followed.
 - _____ Suggest some strategies for repeating your investigation or experiment.
 - _____ Explain the significance of repeating such trials.
4. Describe how you recorded data.
 - _____ List data recorded in diagrams such as tables, charts, graphs, or flowcharts.
 - _____ Provide neat diagrams drawn in pencil. Include titles, labels, ruled lines, scales, and units.
 - _____ Give summaries of data that you observed during the experiment or investigation.
 - _____ Indicate where you conducted research for supporting details (i.e., library, Internet, interviews in special locations).
5. Note your conclusions.
 - _____ State your major findings clearly in key points.
 - _____ Offer supporting details from accepted theories and reference materials.
 - _____ Indicate your source for each detail, and use a proper citation.
 - _____ Tell how you know each source is authoritative, objective, factual, and valid.
 - _____ Underline headings and sub-headings in your report, using a ruler.
 - _____ Check your final write-up for factual accuracy, grammar, and spelling.

