

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

## What to Do

- Use this checklist to help you organize 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 when you did 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 the independent and dependent variables.
  - \_\_\_\_\_ State how you measured your independent variable.
  - \_\_\_\_\_ State how you measured your dependent variable.
  - \_\_\_\_\_ Describe how you tried to keep other variables constant.
  - \_\_\_\_\_ List safety precautions that you followed.
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.
  - \_\_\_\_\_ 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, and correct.
  - \_\_\_\_\_ Underline headings and sub-headings in your report, using a ruler.
  - \_\_\_\_\_ Check your final write-up for factual accuracy, grammar, and spelling.

