



Written Report Student Checklist



Report Basics



- Report is typed, neat, and easy to read
- Report is 10 pages or fewer
- Font is 11 pt or larger
- No spelling or grammar errors



Required Components



- Project title
- School Name
- All team member names & grades



Introduction (1 paragraph)



- Explains the topic in simple terms
- Includes a short claim about what the data showed
- States the scientific question



Dataset Description (1 paragraph)



- Explains the topic in simple terms
- Includes a short claim about what the data showed
- States the scientific question



Data Representation(s)



- At least one graph or chart
- Axes are labeled and the graph has a title



Data Trends/Comparisons (1-2 paragraphs)



- Describes patterns in the data
- Explains similarities or differences
- Uses numbers (average, range, etc.)



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Data Interpretation (1–3 paragraphs)



- Explains why the trends happened
- Explains why results matter
- Uses science ideas to support thinking



New Questions & Hypotheses (1 paragraph)



- At least two new questions or “Maybe...” ideas
- Present ideas for future research



Creative Project Explanation (2–5 sentences)



- Explains why your group chose this creative format
- States the message you want the audience to learn



Reflection (2–5 sentences)



- What was challenging?
- What did you learn?
- What was fun?



References



- At least two outside sources
- Properly cited (APA, MLA, or similar)



Link to Creative Project (if applicable)



- Explains similarities or differences