

**TABLE 6.1** How to Write a Simple Report

<b>1. Title</b>	Write a sentence that relates the independent and dependent variables that were investigated.
<b>2. Introduction</b>	Describe the rationale, purpose, and hypothesis for the investigation. Use three questions to guide your writing of the introduction. <ul style="list-style-type: none"> <li>• Why did you conduct the experiment? (Rationale)</li> <li>• What did you hope to learn? (Purpose)</li> <li>• What did you think would happen? (Hypothesis)</li> </ul>
<b>3. Experimental Design Diagram</b>	Format the experimental process. <ul style="list-style-type: none"> <li>• Begin the diagram by drawing a rectangle.</li> <li>• Write the independent variable (IV) across the top of the rectangle.</li> <li>• Divide the rectangle into labeled columns to represent the different levels of the independent variable.</li> <li>• Indicate the number of trials in each column.</li> <li>• Write the dependent variables (DV) and constants (C) beneath the rectangle.</li> </ul>
<b>4. Procedure</b>	List the steps followed to complete the investigation. Check the list carefully for accuracy, completeness, and precision.
<b>5. Results</b>	Complete a data table and an appropriate graph for the data using the following guidelines.
<b>Data Table</b>	<ul style="list-style-type: none"> <li>• Make a table containing vertical columns for the independent variable, dependent variable, and derived quantity.</li> <li>• Subdivide the column for the dependent variable to reflect the number of trials.</li> <li>• Order the values of the independent variable—preferably from the smallest to the largest.</li> <li>• Record values of the dependent variable.</li> <li>• Compute the derived quantity.</li> </ul>
<b>Graph</b>	<ul style="list-style-type: none"> <li>• Draw and label the X and Y axes of the graph.</li> <li>• Write data pairs for the independent and dependent variables.</li> <li>• Determine an appropriate scale for the X and Y axes; subdivide the axes.</li> <li>• Plot the data pairs on the graph.</li> <li>• Summarize the data trends on the graph.</li> </ul>
<b>6. Conclusion</b>	Describe the purpose, major findings, an explanation for the findings, and recommendations for further study. Use six questions to guide your writing of the conclusion. <ul style="list-style-type: none"> <li>• What was the purpose of the experiment?</li> <li>• What were the major findings?</li> <li>• Was the hypothesis supported by the data?</li> <li>• How did your findings compare with other researchers or with information in the textbook?</li> <li>• What possible explanation can you offer for the findings?</li> <li>• What recommendations do you have for further study and for improving the experiment?</li> </ul>