

## A SCIENTIFIC REPORT

A scientific report is a **concisely formulated, academic text** in which you clearly and objectively **report** on the purpose, conduct, results and interpretation of a scientific study or experiment. Use this checklist as a guide when writing a scientific report.



### TITLE & SUMMARY

- The title indicates the **content** of the report in a concise way.
- The summary formulates in a few sentences the methods used and the results.

*Stay concise.*



### INTRODUCTION

The introduction:

- locates** the problem
- contains the **theoretical basis** on which the experiment is based
- contains a brief description of the **techniques used**

*Division into paragraphs  
(with associated subtitle)*



### MATERIALS & METHODS

This section:

- contains **ALL consecutive steps** in the experiment, with:
  - ✓ the purpose of the action
  - ✓ the method used
  - ✓ possible observations
- contains **subtitles** if:
  - ✓ the experiment can be clearly divided into large steps
  - ✓ more detailed descriptions are needed

*NO detailed descriptions of standard  
laboratory equipment and obvious handling (cleaning  
of glassware, stirring the reaction centre...)*



### RESULTS

This section:

- contains an overview of **calculations and measured values** (with measured error)
  - ✓ Always note the unit.
  - ✓ Write explanations in full sentences.
- Contains the final result, clearly separated.

*Describe non-trivial symbols and abbreviations  
when you use them for the first time.*



### CONCLUSION

This section:

- contains a clearly formulated conclusion
- contains objective comments in scientific terms

*Contains the result, if any, but does NOT contain  
new information*

# The scientific report

## LANGUAGE CHECKLIST



### Grammar

The report contains **NO** errors against:

#### Basic spelling rules

#### Congruence

Verb forms match the corresponding subjects.

#### Sentence structure

The sentences are grammatically correct, with a subject and a verb.

#### Punctuation



### Spelling

The report contains **NO** errors against:

#### Writing together (or not) of compounds

e.g. dissociation constant

#### Double or single letters

e.g. general - generally



### Formulation

Think of:

#### Consistency:

In the use of verb tenses

In the spelling of formulas, symbols, foreign-language terms

#### The use of numbers and figures

#### Avoiding 'empty words'

e.g. things, items, happen, make,..

#### Avoiding 'we', 'I' or informal writing style



### Structure

Think of:

#### Content

The content is complete.

The content is in line with the assignment.

The text contains a logical thread.

The purpose of the text is clearly stated.

*The report allows the reader to assess*

*the value of the experiment and to repeat the experiment in order to verify results and conclusions.*

#### Paragraphs

The text is divided into balanced paragraphs (possibly with subtitles).

The central theme is not broken by a new line of thought.

*All information is placed under the appropriate headings.*

#### Numbering

Formulas, graphs and tables are numbered and integrated in the text.

#### Sentences

Sentences contain referring words or signal words where necessary.

The sentences are not too short/too long.