A SCIENTIFIC REPORT

First aid for writing

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.

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**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.

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

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**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

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**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.

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**CONCLUSION**
- This section:
  - contains a clearly formulated conclusion
  - contains objective comments in scientific terms

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The scientific report

LANGUAGE CHECKLIST

Grammar
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
Writing together (or not) of compounds
e.g. dissociation constant
Double or single letters
e.g. general - generally

Formulation
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
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.

Paragraphs
The text is divided into balanced paragraphs (possibly with subtitles).
The central theme is not broken by a new line of thought.

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.

The report allows the reader to assess the value of the experiment and to repeat the experiment in order to verify results and conclusions.

All information is placed under the appropriate headings.