**Formal Report Quick Guide**

**Introduction** prepares the reader to understand the whole experiment.

**Must Have:**
1. Clearly stated purpose of the experiment
2. Important background and/or theory

**May include:**
1. Description of specialized equipment
2. Justification of experiment's importance

**Methods & Materials** can be lists of equipment followed by a description of the setup of the equipment.

**Procedure** describes ACTUAL process, especially changes from planned method.

**Results** are usually dominated by graphics, *but*
- **number** and **title** tables and graphs correctly and clearly
- draw attention to key points in tables or graphs with a sentence
- provide sample calculation only
- state key results in sentence form

**Discussion** includes two aspects:
1. Analysis = explanation of what can be clearly understood from results
2. Interpretation = logical deductions from analysis, explanations of ambiguities.

**Conclusion** states what is known as a result of the experiment.

**Must do:**
1. State what's known
2. Justify that statement

**May do:**
3. State significance of findings
4. Suggest further research