Report Preparation Worksheet (Roughwork)

1. **Introduction** to the investigation (including a clear statement,identification of the problem/topic to be investigated, background research undertaken in preparation for the investigation: people, books, websites, etc. as sources of relevant information)

2. Preparation and planning

(i) Identification of variables and necessary controls

(ii) List of equipment needed for the investigation

(iii) List of tasks to be carried out during the investigation

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3. Procedure, apparatus, safety, data collection/observations

(i) Particular safety precautions required by this investigation

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(ii) Procedure followed in the investigation? _____

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Labelled diagram (where appropriate)

(iii) Procedure followed in the investigation? _____

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Labelled diagram (where appropriate)

(iv) Recorded Data / Observations

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4. Analysis

(i) Calculations / Data Analysis

(ii) Conclusion(s) and Evaluation of Result(s)

5. Comment

Comments (e.g. refinements, extensions, sources of error etc.)