

# 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)

(i) Statement/Identification of the problem/topic to be investigated

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(ii) Background research undertaken in preparation for the investigation; people, books, websites etc. as sources of relevant information

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## **2. Preparation and Planning**

(i) Identify any relevant variables and necessary controls

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(ii) List of equipment needed for the investigation

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- (iii) List of tasks to be carried out during the investigation
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**3. Procedure, Apparatus, Safety, Data Collection/Observations**

The following section should be used to describe the procedure followed in the investigation. Labelled diagrams showing apparatus or equipment should be included, where appropriate.

- (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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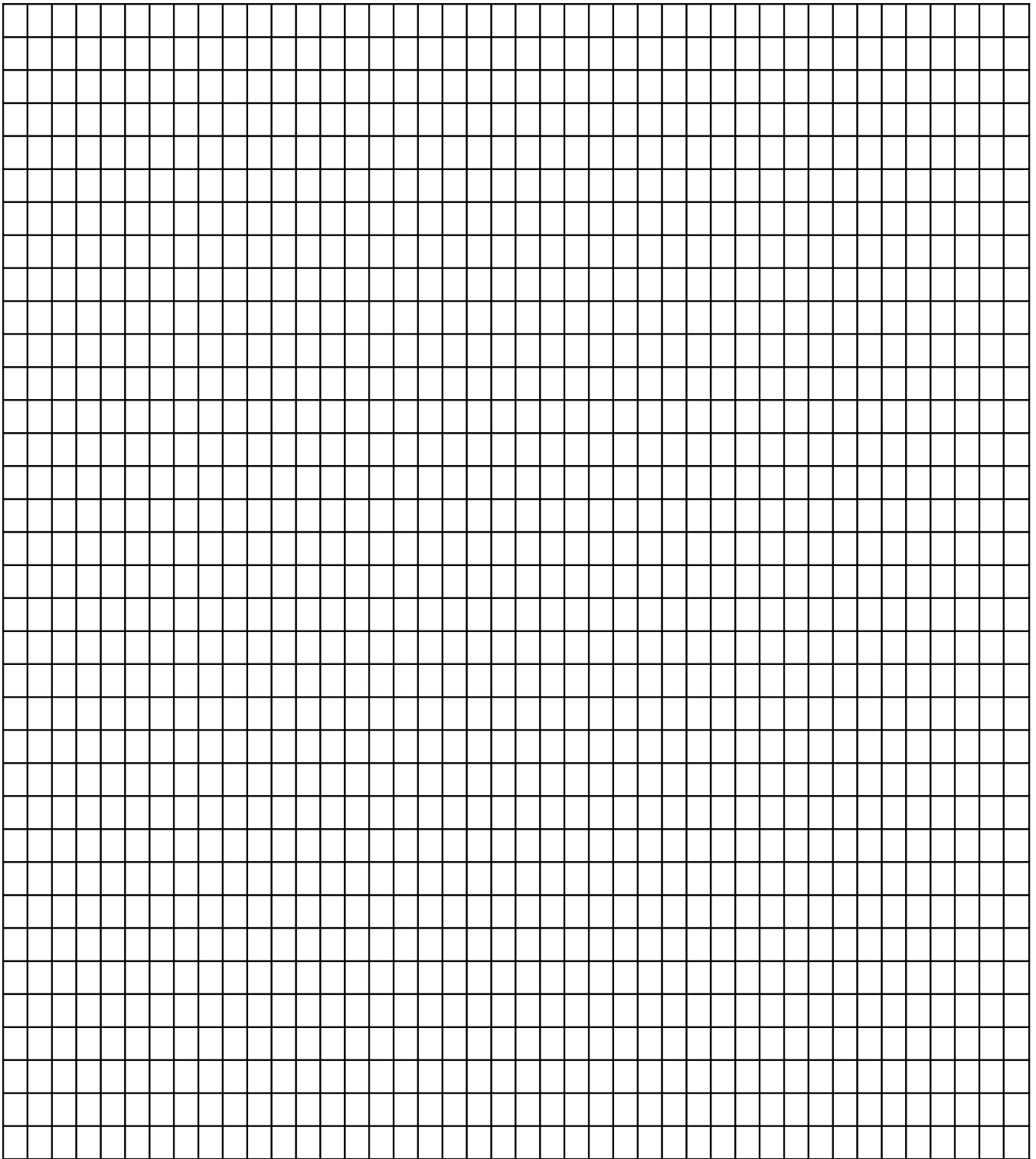
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Labelled diagram (where appropriate)





## **4. Analysis**

(i) Calculations / Data Analysis

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

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## **5. Comment**

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

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