Communication: Reports, Presentations, Interviews

Project Report

Part 1: The Setup

Introduction

How did you come up with the idea to do this project? What inspired you?

Background Information

What research did you do on your topic? What has already been done, or what existing knowledge is there on your topic? What did this research tell you about your topic? How will this information be useful when carrying out your project?

Hypothesis:

What is your hypothesis? If your project is an innovation, what is the goal your innovation is trying to accomplish and what are the criteria for success?

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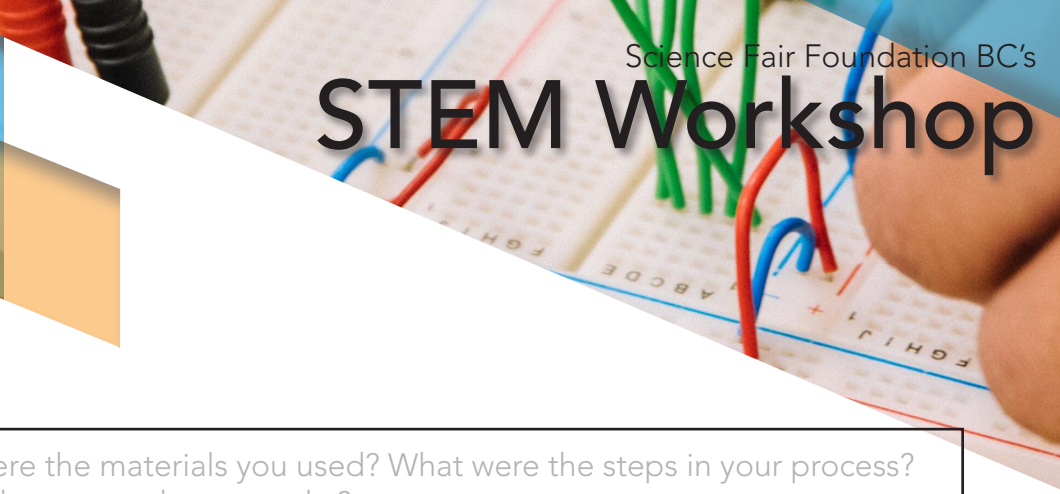

Project Report

Procedure/Method

What method did you use to support your hypothesis? Whare were the materials you used? What were the steps in your process? How did you ensure your measurements were accurate? How did you record your results?

Data Analysis/Discussion

What were the results of your procedure? What do these results mean? How do these results relate back to your hypothesis? Were there any errors or discrepancies during your procedure? How might these have affected your results? What might you do differently if you were to do this project again?

Project Report

PART 3: THE CONCLUSION

Conclusion

What did you find out? Did your results support or reject your hypothesis? Have the results changed how you think about your topic?

Ideas for Future Research

How can you continue your research into this topic? What project or experiment or research can you do next? What is something you would like to know or find out about your topic, even if you do not have the resources to find out?

Acknowledgements/Bibliography

Did anyone help you during your project (this could be help with knowledge, running your procedure, financial assistance or access to equipment)?
Your bibliography could be several pages long and should be included as an appendix to your project report.

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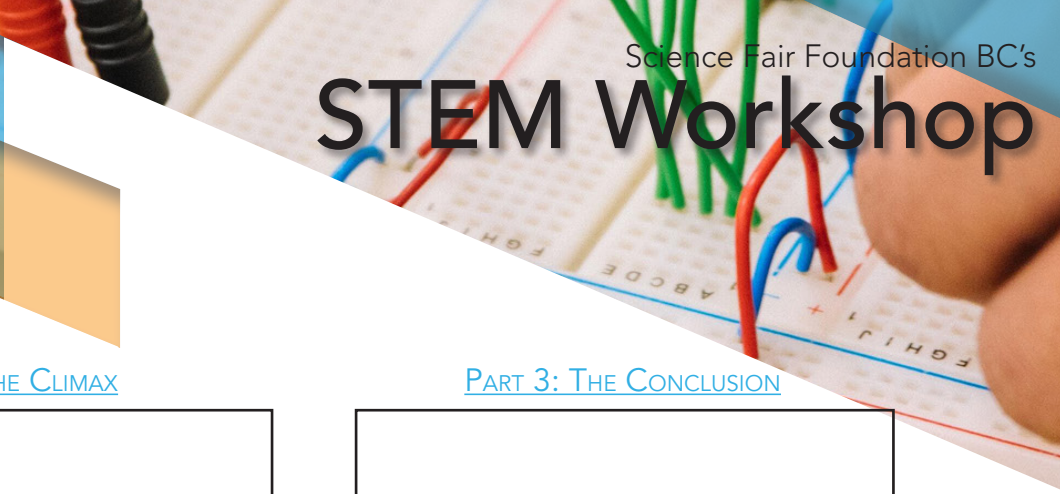

Project Display

Part 1: The Setup

Part 2: The Climax

Part 3: The Conclusion

Make notes on what to include in each section of your project display.
You can also use this as a rough guide when scripting for your presentation,
where each section will be approximately one third of your presentation time
(e.g., for a 3-minute presentation, each section will be 1 minute).

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Presentation Script

My project is about:

I wanted to do this project because:

The one thing I wanted to learn most from this project was:

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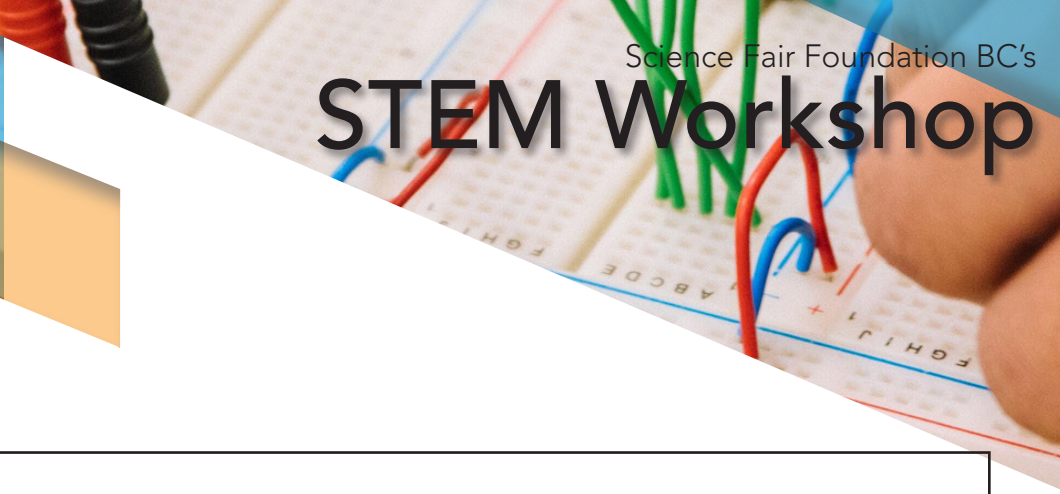


Presentation Script

Some of the things I researched for this project are:

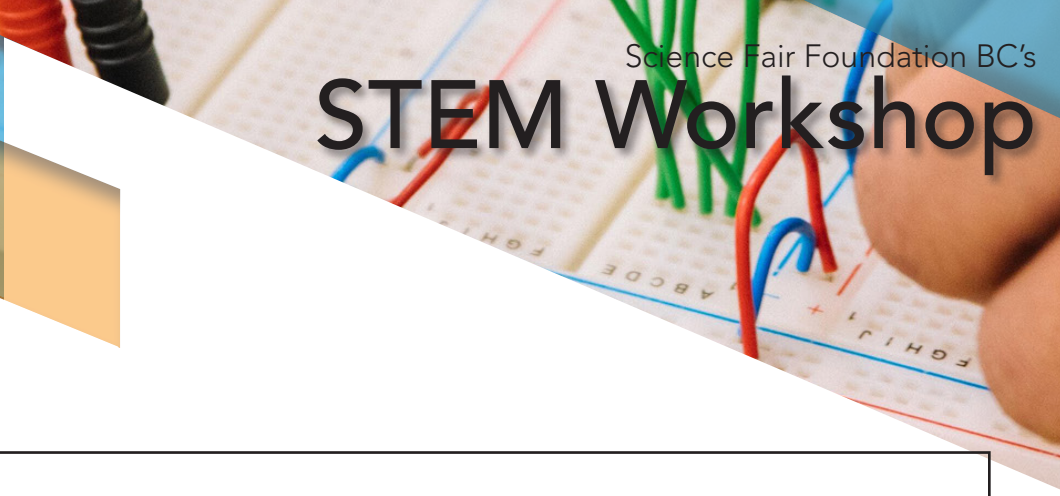
From my research, I found out that:

My hypothesis is:

If:

Then:

Because:



Presentation Script

The procedure I used in my project was:

The materials I used were:

Some steps I took to make sure my measurements and procedure were accurate include:

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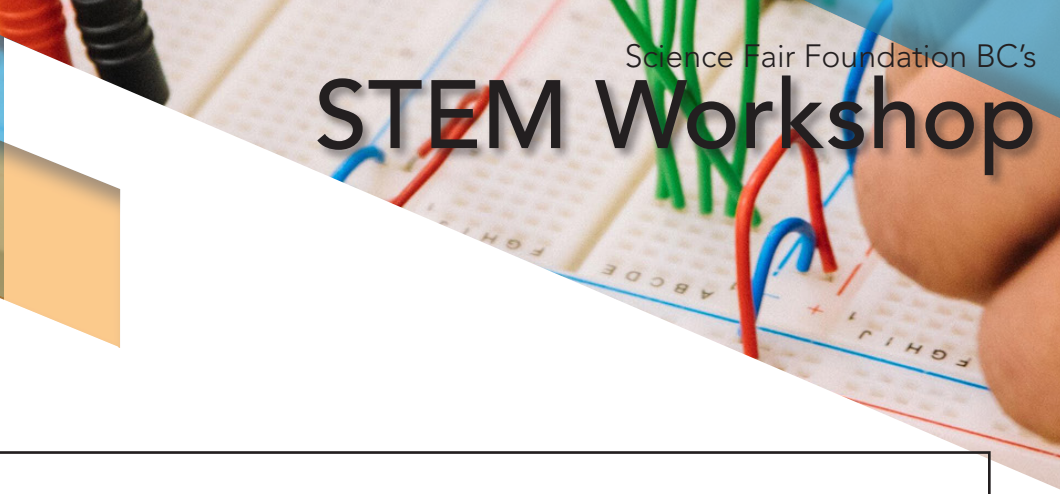

Presentation Script

The results of my project showed that:

This is important because:

Something that I did not expect was:
In my project, this is important because:

Presentation Script

PART 3: THE CONCLUSION

Based on my results, my hypothesis is/is not supported because:

Based on what I learned in this project, what I want to do next is:

I want to thank the following people for helping me in my project:

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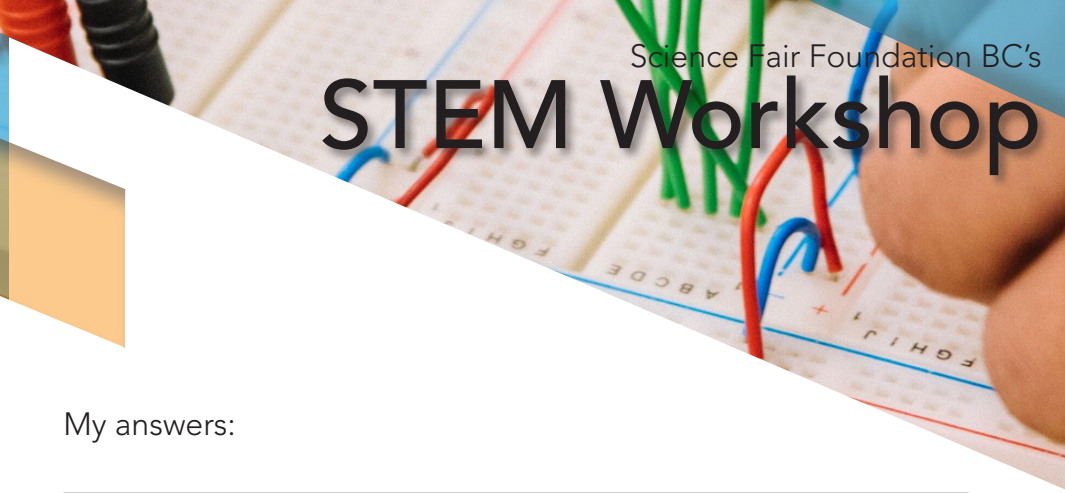

Interview Preparation

Questions I think the judges will ask, or questions my friends/family have asked about my project:

My answers:

Questions I'm most worried the judges will ask:

My answers: