

# Presenting Your Project

## Written Report

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Three copies of your written report must be turned in or mailed to the GPHSF Director one week prior to the fair, *if your project is to be judged*. Because these reports will be mailed to each judge ahead of time, please keep the following in mind:

- **Please try to be on time.** The judges will not have time to read papers on Saturday morning. Call or email if you will be late.
- **Please do not use an unnecessarily large font size.** This makes your report longer than it need be, which translates into higher postage.
- **Please do not use heavy binders or loose-leaf notebooks.**
- **Please number your pages!**

There are different formats for the written report depending on grade level:

### Grades K-5

At the top of the page, write your name and the title of your project. Answer each of the following questions:

1. What is the question I wanted to answer?
2. What did I think would happen? (Hypothesis)
3. What materials did I use?
4. What did I do to answer my question? (Procedure)
5. What are my variables?
  - a) What did I change? (Manipulated Variable)
  - b) What changed as a result of what I did? (Responding Variable)
  - c) What things did I keep the same? (Controlled Variables)
6. What is the answer to my question? Include any ideas that may have influenced the outcome. (Results)
7. What books or other information did I use to help me?

These questions are another way of describing the scientific method for doing an experiment. They are meant to guide you so that your summary explains all of the parts of your experiment. You may type or hand write your summary, but it should be neat and legible – the judges will read it! It can be as long or short as you like (about one page is fine). You may use pictures, drawings, or graphs. Parents may write this summary from a young child's dictation.

These are things that should not be included with your report:

- Your log book or photocopies of your log book. Judges do not need to see all of your raw data. A good research paper summarizes findings rather than just regurgitating data.
- Items that are not made of paper. No CDs, DVDs, flash drives, etc.

*(excerpted from the GPHSF Student Handbook and the GPHSF web site)*