



REPORT BOOK GUIDELINES

The judges will collect your Report Book for a closer look at your project. This may not be returned to you until the end of the exhibition. However, be assured that each Report Book will be studied carefully by the assigned judges. Your Report Book should be no more than 20 pages and should include:

1. **Project Registration Form** - this contains the name of the project, name of school and name of students involved etc. (see www.intel.ie/miniscientist for Project Registration Form template)
2. **Comments page** - put a page into your Report Book, which may be used as a comment section and signed by a judge.
3. **Contents page** - includes the sections and page numbers of the report.
4. **Introduction** - this should set the scene for your report. Why did you do the project and what did you hope to learn? Provide a clear statement of problem/objective.
5. **Main information** - this section should be used to explain what you found out about your chosen topic.
6. **Experimental methods** (if any) - this section should describe any experiments you carried out or learned about, keep in mind the value of diagrams and illustrations.
7. **Conclusions** - What did you learn? What key discoveries did you make? What did you enjoy most while doing the project?
8. **Acknowledgements** - at the end of your report acknowledge any help you received during the project for example: teachers, friends, school and parents.
9. **References** - list any books, articles, web pages and references that helped you in your project.