

## **Tutorial 1. Preparing a Report**

### **1. Writing a Report**

#### **1.1. A report must include the following sections**

**A/** Objective

**B/** Principle

**C/** Procedure or Methodology

**D/** Results of the Experiment

**E/** Interpretation of the Results or Conclusion (for example the Cell Biology **Practical work (PW)** on the plant cell, the result of the experiment is presented in the form of a Figure that corresponds to the image observed under the optical microscope. In the conclusion, the main parts that make up a plant cell can be identified.).

#### **1.2. A practical report must be organized as follows:**

The cover page must always be framed and include:

**A/**The student's name, surname, and group (these details should be written in the upper left corner of the cover page, in order).

**B/**The date (should be written in the upper right corner of the cover page).

**C/**The number and title of the TP (should be written in the middle of the cover page, below the personal details).

**D/**A table for the grade and teacher's comments (should be drawn in the middle of the cover page).

**E/**The work protocol (Objective, Principle, and Procedure) must be written below the table.

**F/**The sheets used for the report must also be framed and written on white sheets only, without writing on both sides.

**G/** Drawings must be made only in black pencil (Drawings must be accurate and true to the observation, centered, and should occupy as much space as possible while leaving room for the legend. The legend

must be written correctly without spelling mistakes and placed on the same side. In addition, the drawings must include titles.).

**Last name:**.....

**Date:**.....

**First name:**.....

**Group:**.....

**Number of PW**

**Title of PW**

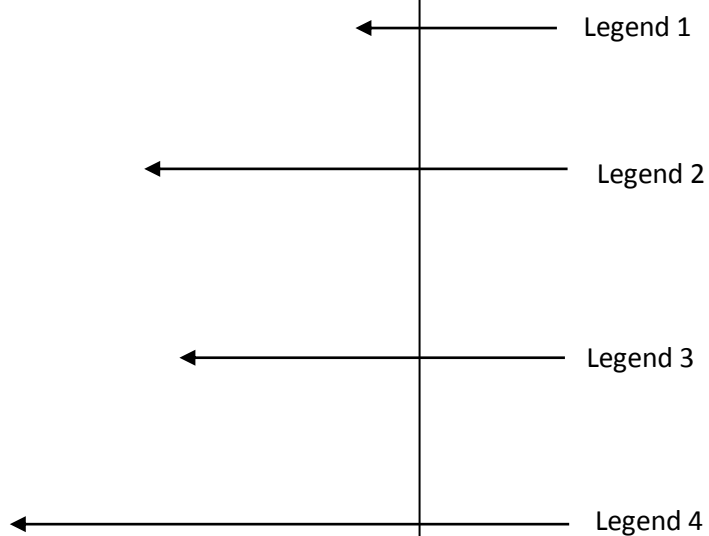
**Work protocol**

**1/Objective**

**2/Principle**

**3/Procedure (or method operation)**

**Figure on the left**



Title.....