

## **MBY 161 :How to write a practical report**

A practical report must always contain the following headings:

- Introduction
- Materials and methods
- Results
- Discussion
- References

Always use your own words when writing a report- do not copy and paste or copy from a textbook or article. If you do not write in your own words it is plagiarism.

### **INTRODUCTION**

Background information. What is known. Why is the experiment important. Aim or objective of the practical must be stated at the end of the introduction.

### **MATERIALS AND METHODS**

Must be written in past tense and in a story format i.e. Do not tell me what to do (e.g. Measure the pH of milk) but say what you have done (e.g. The pH of milk was measured)

Do not write adjectives such as I, you, e.g. I measured the pH of milk, BUT, The pH of milk was measured.

### **RESULTS**

What happened, what did you observe? (i.e. the milk smelled sour and turned green after 4 days outside the fridge) Report negative results as well e.g if you had no growth, state that you had no growth and explain why in your discussion.

### **DISCUSSION AND CONCLUSION**

Why did it happen? So what? (Discuss why you think you obtained these specific results and the importance or relevance of the results) i.e. The milk turned green after 4 days due to bacterial spoilage of the milk. This shows that milk needs to be refrigerated to stay fresh and drinkable.

### **REFERENCES**

Minimum of 3 references must be cited. Remember to cite your references in the text i.e. Beverage (1989) stated that bacteria have cell walls. Or Most bacteria have cell walls (Beverage, 1989).

Listing of references:

#### **\* Books**

- Laidler, K. J., and Meiser, J.H. (1982) Physical chemistry. The Benjamin/Cummings Publishing Co., Menlo Park, CA. pp.24
- Beverage, T. J. (1989) The structure of bacteria. In: J. S. Poindexter and E. R. Leadbetter (Eds) Bacteria in nature 3. Plenum Press, New York. pp. 78-82.

# How To Write Up A Practical Report

**Rachel S Tattersall**



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