

## THE INFORMAL REPORT

The informal report, or short report, is more condensed than the formal report, but it is just as important. The writing style and audience for the short report are the same as for the formal report. The main difference is the sections that are omitted. An outline is given below.

Lower case items are not headings. **Headings are in capital letters.** Lettered items are not headings either, but are simply descriptive labels for the content of the report. The Introduction, Apparatus/Results, and Discussion sections make up the **main body** of the report.

### OUTLINE FOR THE INFORMAL REPORT

#### Title page

- a. title
- b. author's name
- c. course
- d. date of experiment

#### INTRODUCTION

- a. purpose/ overview
- b. why important to field
- c. objective(s) for this particular experiment

#### DESCRIPTION OF APPARATUS/RESULTS

- a. apparatus: understanding + description
- b. schematic of apparatus
- c. procedure followed for obtaining results
- d. important governing equations
- e. description of results
- f. tables and graphs presenting results
- g. uncertainties
- h. relevant comparisons with theory

#### DISCUSSION

- a. brief review of results, if necessary
- b. discussion (trends in results, comparison with theory, answers to discussion questions in Report Requirements section)
- c. conclusions supported by data

#### APPENDICES

- a. sample calculations
- b. uncertainty analysis
- c. data acquisition program with a list of channel assignments
- d. original data