**Project report guideline and checklist**

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| **Self-checks** | **Points to consider** | **√** |
| **Title page** | * Project title
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| * Students’ names
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| * Teacher
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| * School year
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| * Project due date
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| **Table of contents** | * List of the components of the report (as they appear in the report)
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| **Introduction** | * Specify the problem that you are attempting to solve.
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| * Importance of the project
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| **Main section** | * Present the theoretical aspects of your project.
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| * List all materials used to build the device.
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| * List the steps taken to build the device.
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| * Present pictures or drawings of your device.
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| * Present instructions for use of the device.
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| * Present your results from the notes taken throughout the process.
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| * Give an interpretation of your results by presenting what worked and the challenges and methods employed to overcome them.
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| **Conclusion** | * Present the most important results.
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| * Talk about what would need to be changed next time to improve the product.
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| **Bibliography** | * List all textbooks, websites, articles, or materials consulted and related to this project.
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