

reports | the writing process



Prewriting: Define audience & scope

Drafting: Lit review, outlining, bullet lists, rough writing (keep momentum!)

Revising: Each team member should read the manuscript for overall content

Editing: Each team member should copyedit for grammar, spelling, etc.

Evaluating: Peer-review

Publishing: Publishing

reports | what to write

Use the **IMRAD** format.

(**I**ntro, **m**ethods, **r**esults **a**nd **d**iscussion, conclusions)

Your report should be a professional-quality document that tells the complete story of your analysis.

Write it as if it's intended for a scientific audience outside WCU.

See <https://chem370.github.io/course-information/technical-reports> for more info (including template).

Preliminary title, Introduction, and at least half of methods section due week of March 31 (day before Easter holiday).