

## HOW TO WRITE A 250 PROJECT SUMMARY

**STEP 1-** Here are the five questions to answer:

1. What was your topic and why did you choose it?
2. What was your hypothesis?
3. How did you do the experiment?
4. What happened in your experiment?
5. What did you learn from your project?

## STEP 2 - WRITE THE DRAFT

Only brief answers are required, especially for elementary students.

Primary students are not required to write a Project Summary.

Answer all of the questions above in full sentences, so we know what your project is about.

Make sure you check for grammar and spelling corrections.

You may use “I” and “We”

Don't worry about the word count. You will edit in the next step.

## STEP 3 – FINAL REPORT

Now that you have a draft to work with, be concise with your writing. Do I have any unnecessary words? Have I repeated information? Is it easy-to-read?

Just tell your story in three sections: 1. How you started 2. What you did 3. What happened

Here are a few tips on things to avoid in the final draft of your abstract:

- Technical terms or abbreviations
- Referring to graphs or charts – they aren't included in this report
- When you submit, there are still three weeks before the fair and you might be still working you may write “Project still in progress, complete results and conclusions to be presented on fair day.