

PRACTICAL REPORTS

This guide is presented as a general outline of the basic requirements for the presentation of practical write-ups by students in biological sciences. Reports must be typed. These represent the classical way of writing up practicals (see below). The written account of the experiment must state what you did, why you did it, what you found, and what you make of the results. Be concise, clear, informative and accurate. Your report should be formatted with the following headings:

All reports must be presented in the form of a short scientific paper with the following format (largely taken from the journal *Estuarine, Coastal and Shelf Science* published by Elsevier, see also website <http://www.sciencedirect.com/science/journal/02727714>):

FONT, MARGINS & LINE SPACING

Use font size 12 Arial, 2.5 cm margins (in all directions) and double line spacing throughout your manuscript.

TITLE: Give a brief title to the investigation.

NAME, AFFILIATION AND ADDRESS

Provide your full name and the full postal address of your institutional affiliation, including e-mail address.

ABSTRACT: at the beginning of the body of text.

The abstract should be concise and factual (maximum length 300 words) and include only the major findings (results) of the experiments conducted and any special techniques used (developed) should be mentioned but not detailed. The abstract should state briefly the purpose of the research, the methods used, the principal results and a short interpretation of the main findings. It should therefore be written last. An abstract is often presented separate from the article, so it must be able to stand alone.

KEYWORDS:

5 keywords that describe your research.

INTRODUCTION:

Do not refer to any results in the introduction.

A short, concise outline of the problem or subject being investigated, with reference to previous work in the field. The introduction should introduce the reader to the practical scenario and should contain your hypothesis. It should also give a very brief background to the practical technique that your group used and why it is useful. Make sure you reference all the statements in your introduction. For example, if your practical involves the use of sediment coring, then your introduction should describe the how it is done and why, and in particular, the method that you will be using in the practical. At the end of this section, you should state clearly the objectives of the work that was undertaken (i.e. explain what the experiment was designed to investigate and the significance of the phenomenon being studied).

Ngc3 Practical Report Examples

Phil Hughes, Ed Ferrett



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Table of Contents Ngc3 Practical Report Examples

1. Understanding the eBook Ngc3 Practical Report Examples
 - The Rise of Digital Reading Ngc3 Practical Report Examples
 - Advantages of eBooks Over Traditional Books
2. Identifying Ngc3 Practical Report Examples
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ngc3 Practical Report Examples
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ngc3 Practical Report Examples
 - Personalized Recommendations
 - Ngc3 Practical Report Examples User Reviews and Ratings
 - Ngc3 Practical Report Examples and Bestseller Lists
5. Accessing Ngc3 Practical Report Examples Free and Paid eBooks
 - Ngc3 Practical Report Examples Public Domain eBooks

- Ngc3 Practical Report Examples eBook Subscription Services
- Ngc3 Practical Report Examples Budget-Friendly Options
- 6. Navigating Ngc3 Practical Report Examples eBook Formats
 - ePub, PDF, MOBI, and More
 - Ngc3 Practical Report Examples Compatibility with Devices
 - Ngc3 Practical Report Examples Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ngc3 Practical Report Examples
 - Highlighting and Note-Taking Ngc3 Practical Report Examples
 - Interactive Elements Ngc3 Practical Report Examples
- 8. Staying Engaged with Ngc3 Practical Report Examples
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ngc3 Practical Report Examples
- 9. Balancing eBooks and Physical Books Ngc3 Practical Report Examples
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ngc3 Practical Report Examples
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Ngc3 Practical Report Examples
 - Setting Reading Goals Ngc3 Practical Report Examples
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Ngc3 Practical Report Examples
 - Fact-Checking eBook Content of Ngc3 Practical Report Examples
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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