

How to write an activity report

The purpose of the activity report is to communicate your results and conclusions from the classroom activity. The activity report should be organized as follows:

- Introduction
- Results and Discussion
- Conclusion

Introduction:

The "Introduction" of an activity report identifies the activity to be undertaken, the objectives of the activity, the importance of the activity, and overall background for understanding the activity. The objectives of the activity are important to state because these objectives are usually analyzed in the conclusion.

Results and Discussion:

The heart of the activity report is the presentation of the results and the discussion of those results. In discussing the results, you should explain how the results were obtained and also discuss the implications of those results.

Conclusion:

Whereas the "Results and Discussion" section has discussed the results individually, the "Conclusion" section discusses the results in the context of the entire activity. Usually, the objectives mentioned in the "Introduction" are examined to determine how the activity met (or failed to meet) those objectives.