

## **Procedure**

- Your procedure is the MOST IMPORTANT PART!
- Steps should be numbered in sequence.
- If your procedure involves using measurements, be sure to be very specific about those measurements, for example, “put two teaspoons of sugar in a bowl. Then, use a dropper to drop two drops of white vinegar on top.”
- Your procedure must be written so that if someone else were to do your project, they could do it EXACTLY the way you did.
- It’s important to separate your variables, so if we think back to the chocolate melting project described earlier, list all the steps for melting and timing the first type of chocolate. Then, the next steps would be to repeat that same chocolate at least two more times.
- After you’ve written the steps for the first variable (type of chocolate,) simply use the word “repeat” to describe the other steps for other types of chocolate.
- Very important – all steps should be done at least 3 times for accuracy. Document all steps, and be sure to write “record your data” as part of the steps.
- At the very end of your procedure should be the following two steps:
  - Analyze Data
  - Draw a Conclusion