

# HOW TO WRITE A PROJECT SUMMARY

## STEP 1 - DEVELOP THE WORDS

To begin you need to answer several questions about your project.

Here are the five key questions:

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

At this point, your answers need to include all the pertinent information, but still be as brief as possible.

## STEP 2 - WRITE THE DRAFT

Now that you have answered the above questions, you need to write the first draft of your abstract.

Basically, you need to take your answers and add a few transitions to make it all flow into one paragraph.

As you write the draft, don't worry about the word count. You will whittle things down in the next step.

## STEP 3 - WHITTLE IT DOWN

Now that you have a draft to work with, it is simply a matter of crossing out any unnecessary words until you have about 500 words

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

- Technical terms or abbreviations
- Using “ I”
- Direct quotes (there is no bibliography for an abstract)

- Referring to graphs or charts (again, there are no graphs or charts in your abstract)
- Things that have happened a year or more in the past
- When you submit your summary there are still three weeks to go before the fair which means you still might be working on your project, if anything is outstanding you may refer to it as “in progress”

The final abstract should be an easy-to-read, short summary of the science fair project you did.

Edited From:

<https://elementalscience.com/blogs/news/steps-for-writing-a-science-fair-abstract>