Introduction:

What question are you trying to answer?
What information did you gather to help with your hypothesis?
What was your hypothesis?

Procedure/materials

What materials did you use?
How did you conduct your experiment?

Data

Was your hypothesis correct or not? What were your results?

Conclusion

Restate your question and hypothesis.

Why do you think that the results came out the way that they did?

What questions do you still have?