FORMAL LAB REPORT CRITERIA AND FORMAT

Guidelines
• All experiments require a formal lab report unless otherwise indicated by the instructor.
• All formal lab reports must be typed. The Computer Lab and the Media Center are available if you do not have access to a computer at home - Font 12, Times New Roman.
• The student is responsible for turning in a paper copy of the lab report at the specified time.

PRINT: TIMES NEW ROMAN #12

Format

Your name                             Sec                               Date: (date you did the experiment)
Lab partner’s name                   Lab #

(triple space)

TITLE OF THE EXPERIMENT (center)

(triple space)

I. PROBLEM: What is it you wish to explore? You should include the main concepts that the lab involves. Do not state procedure here, expected results or sources of error.

(double space)

II. HYPOTHESIS: Predict what you think will happen in the experiment in the form of an if, then statement. You may have more than one hypothesis. The “if” is what you know, the given, about the experiment. The “then” is what you hope to prove.

(double space)

III. MATERIALS: List only those materials (and amounts) you will be using in the experiment. Do not bullet or number.
IV. **PROCEDURE:** Directions for the lab. Number each step in the procedure – one direction per step. Paraphrase. Do not write in paragraph form. Your directions should be clear enough so someone else could follow your directions and reproduce the results.

V. **SAFETY PRECAUTIONS:** List those safety precautions which are essential to the successful completion of the experiment. These may be bulleted or numbered. Review the Safety Contract.

VI. **RESULTS AND OBSERVATIONS.**

1. **RESULTS:** Tables, Charts, Graphs and Diagrams. Record all data in tables or charts whenever possible. Include calculations. These may be done in pen or pencil. Always write the general equation for each set of calculations. If the same type of calculation is done numerous times, do a single sample calculation using your data. Always include the proper units throughout the calculation. **Label** all diagrams.

2. **OBSERVATIONS:** Record any observations during the experiment which may be key to the experiment. **Do not** discuss errors here. **Bullet** this information.

VII. **CONCLUSION:** In paragraph form, analyze, discuss and conclude what happened in this particular experiment. Refer back to your purpose of the experiment (do not just say “The team accomplished the purpose of this experiment.”) and your hypothesis. A brief explanation of pertinent terms is helpful. Do not simply restate your data and observations, state what you learned or concluded from particular observations. Include a summary of the data. What were your variables and controls? If you did not observe what you expected, account for possible sources of error. The conclusion is one of the most important parts of the report--do not skimp on this part. **DO NOT** use any personal pronouns in your report (ex. I, me, we, she, you, it, he, etc.).

VIII. Final Note: this may be included if there is any extra information the student wishes to include not covered in the preceding sections. *Optional