
HOW TO WRITE YOUR LAB REPORT

The Title Of The Experiment

Period _____
Room _____
Date _____

Name _____
with _____
Due _____

Purpose: write a **brief** statement of the objective(s) of the experiment. Do not use personal pronouns anywhere in the report ("I, we, he, she), but use passive voice. The purpose should be written in the **future** tense since the purpose must be written out before the experiment is begun. (Ex: To understand how to write a formal lab report)

Materials: all of the materials used should be listed in alphabetical order.

Safety: list the safety rules that will be followed. They should be obtained from your safety rules sheet, and be sure to include the number of the rule.

Procedure:

1. Describe what **was** done, using **past tense**, in an abbreviated form. Make sure to use passive voice. Observations should follow each procedure. Please note that not all procedures will have an observable effect, thus do not write anything for those procedures. Written observations should be clear and concise. Write **observations immediately**, or you may very well forget something. See format below.

Procedures	Observations
1. 3 Tablespoons of glue was added to cup.	N/A
2. 3 Tablespoons of Borax was added to cup.	New substance was hard to mix.

2. Each procedure should be given a number.

3. Standard techniques such as massing, or measuring volumes with a graduate need not be described in detail.

4. Include the names of pieces of equipment used, and their sizes, as well as the amounts of chemicals used.

Data/Calculations: Data Tables must be neat and completely labeled as to measurement and unit of measure. **Units of measure must always be shown.** For calculations, write the formula first, and then **show the work.** The correct number of significant figures must be used.

Conclusions: should be in paragraph form (minimum of three paragraphs) and do not use personal pronouns (no I, we, us, you, etc).

First paragraph, restate the purpose of the laboratory experiment and a **brief** summary of the procedures that were used (past tense). The next paragraph(s) is where all of the results that were found should be stated. Make sure to have a paragraph that explains all of your results, using key terms learned in the chapter. The last paragraph includes any possible sources of error that you may or may not have encountered during your experimentation, and how the experiment could be improved. This will include reasons why your results maybe different from what was expected. Remember, no fluff, just the information.

Answers to Questions: Answer these questions in complete sentences. Make sure you fully answer the question using clear, concise language. Sometimes it might be necessary to give specific exams from the lab to answer a question.

Citations: Proper MLA format (see the reference page on my website)

Signature/Date: sign and date the final lab report at the end of the write-up. If lab report was co-written, write what section(s) of the report each individual wrote next to your signature.