

## LAB REPORT FORMAT

This is the format that you should use to write your lab report after each lab activity that you have for which a report is required. This report is the way that you will receive your grade for the lab activity. Lab reports must be hand written and neatness counts. Lab reports will be due the day after the lab was performed.

### **TITLE:**

The word "Title" does not have to be written on the paper, but the title should be written at the top of your report in the center of the page.

### **PURPOSE:**

The word "Purpose" should be written on the left margin a couple of spaces under the title. The purpose should be written in complete sentences. The purpose should be statements that tell why you are performing the lab activity. You will normally be given a question to be investigated through the lab.

### **MATERIALS:**

The word "Materials" should be written on the left margin a couple of spaces under the purpose. The materials should be a *list* (not complete sentences) of everything that is required for setup and measurement during the activity. Pencils and paper for recording data should not be in the list.

### **PROCEDURE:**

The word "Procedure" should be written on the left margin a couple of spaces under the materials. The procedure is a step-by-step explanation of what you do to perform the activity including setup, measurements, and trials. It should be written in a way that another person who has not performed the activity could follow your procedure and complete the lab activity. Formulas used in calculations *should not* be in the procedure. Observations are not recorded in the procedure.

### **DATA or OBSERVATIONS:**

The words "Data" or "Observations" should be written on the left margin a couple of spaces under the procedure. Numerical data should be in *table form*, and should include any number that is *measured* or *calculated* in the lab activity. The rows and columns of the data table should have headings that explain exactly what the numbers are. There should not be any actual formulas or calculations given in the data section. Observations should be numbered and identified by headings as to the part of the procedure they pertain to. Observational data may also be in table form.

### **CALCULATIONS:**

The word "Calculations" should be written on the left margin a couple of spaces under the data. The calculations should include only one example of each type of calculation or formula that was used during the lab activity. The specific trial of the activity that is used as the example for calculations should be stated. The numbers in the calculations and the data should agree with each other. If there are no calculations, this section may be omitted.

### **QUESTIONS:**

The word "Questions" should be written on the left margin a couple of spaces under the calculations. Write each question and then answer it. Answers do not have to be in complete sentences but should be answered completely. If there are no questions, this section may be omitted.

### **CONCLUSIONS:**

The word "Conclusions" should be written on the left margin a couple of spaces under the calculations. The conclusions should be written in complete sentences. They should address how the data and observations lead to fulfillment of the purpose of the activity and any other conclusions that you reached from the activity.