

Laboratory Report Writing Guidelines

All lab work will be kept in a marble composition book. These rules should be followed to assure a good quality report. Refer to “**Sample**” below for specific guidelines:

General Rules:

1. All lab books must have a **TABLE OF CONTENTS** which is kept in the proper sequence of your entries. Include **DATE** lab was completed.
2. Each lab report must have a **proper heading**: date and lab partner’s name in the upper right hand corner.
2. A proper **TITLE** belongs centered in the top line.
3. Each step of the **scientific method** should be noted on the left-hand side for that section.
4. **SPELLING** is important...Use a glossary or dictionary!
5. Be **neat, careful** and **accurate**.
6. All questions pertaining to the lab should be answered in **complete sentences**. Remember to **restate questions** in your answer.
7. All work should be completed by the due date. **Late work will be penalized**.
8. Handouts, graphs, and extra lab sheets should be properly **glued or taped** into the lab book.

Graphing Rules:


1. Use graph paper.
2. Use a proper title on each graph
3. Label each axis. Include units.
4. **Use a ruler** for making all straight lines

X _____
Student Signature

X _____
Parent Signature

Diagramming Rules:

1. All diagrams should be titled and labeled.
2. All label lines should be straight (use a ruler) and should touch the structure they are naming.
3. All names should be **printed** neatly.

		Date _____
		Lab Partner(s) Name _____
<u>Title of Laboratory Activity</u>		
Purpose:	State the objective of the lab in a question form.	
Hypothesis:	Based on your information, state why or what you expect might answer your question in the purpose. Use If....then...	
Experiment:		
Materials:	List the apparatus, equipment, chemicals, and substances used.	
Procedure:	List the steps taken to perform the lab.	
Data:	Include your data table, graph, chart or list of observations.	
Analysis:	Answer any questions as prompted by the lab sheet or text. Use complete sentences and restate question in answer.	
Conclusion:	Summarize the key findings and explain how they relate to the lab’s purpose Explain in complete sentences if the data supports or refutes your hypothesis . Is the data valid (reliable and accurate)? Why or why not? What were sources of error in the experiment (factors that affected your results)? Explain. What did you learn from the experiment? Explain.	