LAB REPORT FORMAT

Course — Name
Block — Partner's name
Date

Title

Purpose
- State the reason for doing the experiment and specifically what you are hoping to discover
- Use one of the following:
  To determine, To discover, To investigate, or To observe

Procedure
- Write a brief description of what you did in the lab
- Be concise, with a maximum of 10 lines
- Always use past tense, passive voice, and full sentences
- May include diagrams

Observations
- Describe what was observed/ measured during the experiment
- Include a description of chemical before, during and after the reaction

Data
- A table always has borders and grid lines
- Include uncertainties, and the correct number of significant figures
- Graph must be on graph paper
- A representative sample of each type of calculation
- Include units and correct number of significant figures in the calculations

Questions
- All answers must be in full sentences

Discussion (May include the following…)
- Sources of error
- A comparison of experimental value to accepted value
- Observed differences from actual
- Two to three statements linking the appropriate theory to the experiment completed

Conclusion
- Answer the purpose in a concise manner
- The conclusion should briefly summarize your date
  (ex: The boiling point of ethanol to be 76°C. The accepted value is 78.4°C.)

Checklist for submitting Your Lab Report

1. Did you submit the report on a separate sheet of paper?
2. Did you put a proper title, usually copied from the lab handout or lab textbook on the first page of your report?
3. Did you include your name, your partner's name in full?
4. Did you put the date and block on the report?
5. Did you write with a DARK PENCIL or BLUE or BLACK PEN?
6. Did you include all your data under the "DATA" section?
7. Did you include the proper units for every value given in the DATA section?
8. Did you include an OBSERVATION section?
9. Did you properly describe what you were calculating at each step?
10. Did you show all your work for each calculation required?
11. Did you include all units in your calculation?
12. Are all the calculations given to the correct number of significant digits?
13. Did you leave adequate room between each step of a calculation? (Cramped work is difficult to mark, aggravated the marker, and is prone to marking errors.)
14. Did you answer every question asked and do every calculation required?
15. Did you check that what you wrote is spelled correctly and makes sense?