HOW TO WRITE A LAB REPORT

**Appearance and Format:**

* Typed or legibly written in blue or black ink
* Title each section (introduction, materials and procedure, etc.)
* Neat and organized
* Good spelling and grammar

**General Tips:**

* **Be clear and concise**
* **Support statements with data from your experiment.** Do not state anything that is purely opinion or make any statement without evidence
* **Use past tense.** The experimental procedure has already been conducted
* **Write in third person**. Avoid using the words “I” or “we” when referring to the experimental procedure.

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| Instead of: | You can use: |
| “We conducted an experiment showing….” | “The experiment showed….. |
| “I predicted…” | “It was predicted…” |
| “I boiled 50mL of water for 10 minutes…” | “50mL of water was boiled for 10 minutes..” |

**Part 1: Title page**

* Title ( clear and descriptive)
* Your name
* Lab date
* Lab report due date
* Lab group partners’ name
* Teacher’s name

**Part 2: Introduction:**

* The purpose/objective of the experiment
* Background information on the topic
* Hypothesis

**Part 3: Materials and Procedure**

List everything needed to complete your experiment. Make sure to describe any deviation to the procedure; ex: if you used a different amount of chemical than asked, if you used different type of glassware than suggested. The procedure must be written in paragraph style. Be sufficiently detailed so that anyone could read this section and duplicate your experiment!

**Part 4: Data**

Data should consist of quantitative (numerical) data arranged in charts, as well as qualitative (non-numerical) data written out as sentences or as drawings.

**Part 5: Analysis and Discussion**

* Include all calculations, graphs, analysis and discussion of your results
* Explain the meaning of your results
* Explain why your hypothesis is right or wrong based on the data you have taken
* Answer the questions given in the lab procedure
* Identify possible sources of error

**Part 6: Conclusions**

* Give a brief overview of the process of the experiment
* Sum up the results
* Whether your hypothesis was supported or rejected by the results and why
* Discuss errors
* Suggest realistic improvements to eliminate or reduce errors

**Part 7: References**

Make sure all information that was researched is cited within the paper and referenced here