

**Laboratory Reports Guidelines**

Include the following format in each of your laboratory reports:

	Name Date of Lab Period
<b>Title of Experiment</b>	
<b>Purpose:</b>	
→In your own words, write a brief statement of what you are attempting to do for the lab. (One sentence)	
<b>List of Chemicals and Equipment</b> (Make a T-chart)	
→List chemicals in one column and list equipment in another column.	
<b>Lab Set-Up Illustrations</b>	
→Draw pictures from the lab instructions.	
<b>Procedures</b>	
→Copy all of the steps of the procedures from lab.	
<b>Data Table</b>	
→Copy all Data Tables. (Space things out—don't try to cram everything on one page)	
→If no Data tables: <i>leave plenty of space to record data or make observations.</i>	
<b>Analysis Questions</b>	
→Before lab: Copy Questions and leave a space large enough to answer all questions completely. <b>Highlight these questions with a colored highlighter</b>	
<b>*HIGHLIGHT ALL SECTIONS OF LAB AS WELL <i>purpose, chemicals and equip. illus, etc.</i></b>	

**After lab:****This is the MOST IMPORTANT part of the report!****Think CRITICALLY about the questions, discuss with lab partners.**

Time will be given in class for discussion before submitting lab.

**THEN reply to each question using your own thoughts and your own words. Plagiarism will not be tolerated and you will receive a 0 for the lab.**

Submit completed LAB to lab tray by due date.

For calculations, show all work and calculations.

→Box your calculated answers.

→Use correct significant digits and always include proper units.

→Space things out—don't try to cram everything on one page.

For graphs, use the whole page to make the graph.

1. Use graph paper only!

2. Title the graph

3. Label all axes and include units.