

# Formal Lab Report Checklist

## General Features

- writing is in blue or black ink
- corrections are made using whiteout
- writing is on 1 side of each paper
- a 1" border is left on each side
- headings are underlined in red ink using a ruler
- a ruler is used whenever a straight line is needed
- writing is formal: no first, second, or third person (i.e. no "I, you, or he/she/they")
- spelling has been checked (not just by spell check!)
- good copy (may be typed) is stapled on top of the rough copy (handwritten)
- this is my best work



## Titles

- top left: lab number
- top middle: lab title
- top right: your name, your partner's name(s), the date, the block

## Introduction

- a list of definitions of all of the key words/formulas (*Hint: look at the title and define its key words*)

## Purpose:

- in question form
- identifies why the lab is being performed (*Hint: make the statement from the lab intro in the textbook into a question*)

## Hypothesis:

- a prediction of the outcome of the lab (*Hint: answer the purpose*). If possible, make an "If ... then" statement.
- supported with a scientific explanation

## Materials:

- you may write "Please refer to page \_\_\_ of the Science Probe 9 textbook"
- note any changes made to the materials

## Procedure:

- a brief summary paragraph (complete sentences) which explains what you did in the lab
- does not contain any numbers (*Hint: DO NOT copy the numbered procedure in the text*)

## Safety:

- copied directly from the CAUTION statement in the textbook
- includes chemical disposal
- if there are no safety cautions for the lab, state so

## Observations:

- numbered and corresponds to the procedure steps in the lab that ask for answers to questions, tables, or diagrams
- if a table is asked for, include it IN the lab on the lined paper with a title (use a ruler)
- if a diagram is asked for, draw it with a title, on white paper, in pencil, label it to the right in pen, and attach it to the end of the lab (*Hint: write "See attached diagram" in lab report*).

## Data Analysis:

- numbered and corresponds to the procedure steps in the lab that ask for calculations and/or graphs
- if a graph is asked for, plot the data on graph paper in pencil, all other information (including title) should be in ink and attach it to the end of the lab (*Hint: write "See attached graph" in the lab report*)

## Discussion Questions:

- answered in complete sentences (*Hint: the question that was answered should be evident from you answer.*)

## Conclusion:

- the ACTUAL answer of the lab (*Hint: answers the question in your purpose*)
- considers the hypothesis
- supports the answer with observations that were collected during the lab
- lists at least 1 way that the science concepts in this lab are applied/observed in everyday life
- is usually at least half a page long

## Evaluation of the Validity of Results:

- identifies areas in the lab where possible errors were made in the data collection
- suggests future changes to procedure that could be made to overcome these sources of errors

