

WRITING A FORMAL LAB REPORT

DURING THE ACTUAL SCIENCE LAB, STUDENTS USUALLY WORK WITH A PARTNER, BUT → FOR ALL LABS:

- EACH STUDENT IS RESPONSIBLE FOR HAVING THEIR OWN COPY OF THE RAW DATA FROM THE LAB
- EACH STUDENT IS RESPONSIBLE FOR WRITING UP AND HANDING IN THEIR OWN LAB REPORT

STEP 1 GETTING STARTED

- Your lab report should be **typed** and should include a formal title page.
- Your title page should have the name of the lab centered on the page and the following information in the bottom right corner: your name, your partner's name, course code, teacher's name, date of lab
- Reminder → do not add pictures or use large size fonts (size 12 is best) for a formal title page

STEP 2 BODY FORMAT

- **PURPOSE:** The purpose of this lab **was**
 - Use full sentences and use the past tense

You do not need to list the materials or write out the steps of the procedure unless otherwise stated. For the materials and procedure, use the following format

- **MATERIALS:** The materials were as indicated in the text "SCIENCEPOWER 9" on page ...
or
The materials were as indicated on the handout ... 'name the handout'

- **PROCEDURE:** The procedure was as indicated in the text "SCIENCEPOWER 9" on page ...
or
The procedure was as indicated on the handout ... 'name the handout'

- **OBSERVATIONS:** Depending on the nature of the lab,
 - Raw data may need to be recorded in a table or chart
 - A sketch or drawing may be required
 - A series of questions may need to be answered

- **DISCUSSION QUESTIONS:**
Copy out the questions and answer all questions in full sentences

- **CONCLUSION:**
Re-read the purpose and write an original summary based on your observations and discussion questions