

CHEMISTRY LABORATORY REPORT FORMAT

Set-Up

1. Start on a new sheet of paper to write up each laboratory report.
2. Write headings on a separate line.
3. Emphasize each heading by underlining with a ruler.
4. Skip a line between each section.
5. Write in pen or process using a computer.
6. Use the following format.

<p style="text-align: right;">Your Name Your Partner's Name Date of EXPERIMENT Period</p>	
<p style="text-align: center;"><u>Title of Experiment</u></p>	
<p><u>Purpose:</u> Make a brief statement about the reason for your investigation.</p>	
<p><u>Hypothesis:</u> DO NOT INCLUDE UNLESS SPECIFICALLY REQUESTED. If requested, write an educated guess based on your previous knowledge that responds to the purpose.</p>	
<p><u>Materials:</u> Do <u>not</u> list if you are performing an assigned investigation. You may refer to the handout or laboratory manual. If you are making up your own investigation, LIST ALL MATERIALS.</p>	
<p><u>Procedure:</u> Do not recopy if you are performing an assigned investigation. You may refer to the handout or laboratory manual. If you are making up your own investigation, WRITE ALL STEPS IN THE PROCEDURE. Write them in numbered steps, present tense, and second person, as if you are stating orders.</p>	
<p><u>Observations:</u> You will be collecting raw data: a) qualitatively - using descriptions b) quantitatively - using numbers Present your data in tables, each with a title. After the tables, include an example of all calculations, showing complete solutions and all units.</p>	
<p><u>Discussion:</u> Answer any assigned questions here using complete sentences. Discuss any sources of experimental error.</p>	
<p><u>Conclusion:</u> Summarize the outcome of the investigation, as it RELATES TO THE PURPOSE.</p>	