

FORMAL LAB REPORT CHECKLIST

Title Page

- Does it have all the requirements: Lab # and Title, Your Name, Homeroom, Partner Name(s), Due Date, and Teacher's Name (see diagram for details)
- Is the title page organized and professional in its appearance

Purpose

- Does the purpose clearly state the objectives of the lab
- Is it a complete sentence

Hypothesis

- Is it relevant to the purpose
- Is it supported by theory

Materials

- Is it detailed (e.g. "150-ml beaker", instead of "beaker")
- Is it a complete list of all the material used to complete the lab
- Is it bulleted or numbered in a list
- If a diagram is required, is it neatly drawn using a pencil

Procedure

- If not from the textbook, is the procedure summarized briefly in a paragraph
- If from the textbook, is the procedure referenced completely, including both the text name and page numbers and written in a complete sentence
- Are all changes from the textbook procedure noted

Observations – Tables

- Drawn with a ruler (or computer)
- Units are included
- Each table is numbered and has an appropriate title

Observations - Graphs

- Completed neatly with ruler or by computer
- Axis are labelled with units
- Graph is numbered and has an appropriate title
- If a legend is required it is completed neatly and is accurate and complete

Observations - Diagrams

- On blank paper, in pencil, title underlined and centred above, labels are lined up on the right side written in lower case and drawn with a ruler, magnification is in lower right corner, diagram is at least 10 cm in size, date is present

Observations – Sample Calculations

- Is the formula used to calculate the answer shown
- Is all of the steps to calculate the answer shown
- Is the answer shown and a therefore statement written

Discussion/Analysis

- Answers to questions are completed accurately and concisely in paragraph form (NOT a numbered list)
- Is there a discussion of any unusual results and/or sources of error

Conclusions

- Does it clearly and accurately summarize the main lab findings
- Does it comment on the validity of the hypothesis

General Requirements

- Pages are numbered in the upper right corner
- Spelling and grammar (NO personal pronouns or contractions)
- Lab is written in past tense
- Headings are underlined with a ruler (or on computer)
- Lab is typed using 12-pt Arial Font

EXAMPLE

Lab # - NAME OF LAB

Your Name
Homeroom

Partner Name(s)
Date of Lab
Teacher's Name

1

Purpose
In this lab

Hypothesis
I believe that

Materials
□ -----
□ -----

Procedure
For the procedure of this lab, please refer to pages ## and ## of the Nelson Science and Technology 8 textbook.

2

Observations

Table #1: -----

Graph # - TITLE

6
4
2
0

Y-axis label

X-axis label

3

Discussion/Analysis

Conclusion

