

Laboratory Report Format

➤ *Title Page*

➤ *Body of the Lab Report*

You should have the following sections in your lab report. The labels listed below should appear as headings that are **size 12 font**, **bold**, and **underlined**. All of the text within the sections should be **size 12**.

- **Objectives** - The reader is told what is hoped to be proven, what skills are to be utilized and what theories/properties are making it all possible.
- **Materials** - List all equipment, materials, and chemicals that you used in the experiment.
- **Safety** - List any hazards that are present in the lab (ie.: the use of flammable, corrosive, or otherwise hazardous chemicals) and any safety equipment that should be worn...wearing safety goggles and an apron should always be included.
- **Procedure** - Write the procedure as a numbered list. Paraphrase the instructions **using complete sentences**.
- **Data** - Use tables to present data, and label each table with a caption.
- **Calculations** – *If* you have calculations to perform, leave some blank space to write them in, or use an Equation Editor to type in your calculation (Microsoft Word comes with one). Be sure to include your units.
- **Questions** - Answer any lab questions that are assigned using complete sentences.
- **Conclusion** - This should summarize what you learned during the experiment. It should also be a reflective conclusion...What did you learn? Would you do anything differently if you performed this lab again? Did you accomplish the objectives of the lab? etc.