

**Lab Reports**  
**The Bridge Chemistry**  
**Jill Bundy**

**General Information**

- Sometimes these will come from the textbook and sometimes from a handout.
- Always write in 3rd person (except in the Procedure- use imperative sentences)
- Use proper English
- Write in full sentences, except for the materials list
- Complete Prelab (Sections I-IV), as well as drawing tables and graph axes before class. (Not completing Prelab prior to lab will result in not being able to participate, and thus, a zero for lab participation. This is a safety issue, and there will be no exceptions.)
- Complete Post lab (Section VI) after class.
- Section V is completed in class.

**Important Reminders for a Lab Report**

- Check Spelling
- Use blue or black ink. Cross out mistakes with one black line. Do not use erasable pens or pencils.
- Use only the right hand pages (i.e. do not write on the back of the pages)
- Use significant figures and units regarding measurements and calculations
- Avoid personal pronouns
- Underline headings
- Use rulers when needed (especially when drawing tables and graphs)
- Do not copy verbatim (plagiarism) from the lab handout, textbook lab, or any other source.

This is cheating and would result in a zero. LAB REPORT Format

**I. Title**

- Copy the title from the lab handout or textbook

**II. Introduction**

- 3-4 complete sentences.
- Give the purpose or objective... tell the reader your reason for doing the lab.
- Include pertinent chemical equations.
- Give background information on the concepts. This may include ideas being tested, scientists, and/or theories.
- Use the textbook and cite your sources if other than text.
- Explain principles, techniques, and theories.
- Connect prior knowledge to the techniques and tests being used.

**III. Materials**

- Bulleted List
- The materials section is a list of all equipment and chemicals used.

- Drawings of the apparatus setup should be included in this section if needed.
- Include safety precautions and equipment here.

#### IV. Procedure

- This section is to be written in numbered steps.
- Make this detailed enough that someone could get similar results by just reading and repeating your procedure.
- Use the handout or text to help you, but do not copy directly.
- The procedure must be written in imperative sentences (commands). Do not use 1st or 3rd person pronouns.

#### V. Data / Results / Observations

- This section will be a collection of your observations, measurements, tables, charts, and repeating steps.
- This section may consist of quantitative (numbers) and/or qualitative (observations) data for the experiment.
- Draw your tables and graph axes before you come to class.
- Use correct significant figures and units in your results.

#### VI. Conclusion

- Be concise
- 6-8 complete sentences in impersonal 3rd person (he, she, the student, etc.) Don't use I, you, me (no 1st or 2nd person pronouns)
- This the What (what was your data)? How (re-explain the procedure briefly) Why? (re-explain your intro and what the results tell you) of your data & results.
- The conclusion is a concise statement that answers the objective.
- Percent error and/or percent yield should be discussed here and compared with known results (not included in all labs).
- Discuss any errors and explain any sources of error.
- Answer any postlab questions given by Mrs. Bundy (not all labs will have this).

#### Works Cited

(MLA Format) Any information borrowed from another source which is not common knowledge must be cited within the text of the report. All sources of information are to be listed at the end of the report in alphabetical order.