



Characteristic	✓
Identifiers - the name of the lab (should be placed next to the school logo in the top left corner).	
- student name (full name) and date (date the lab was performed).	
Purpose - is written to briefly state a) what the lab was about, and b) how it was done.	
- must be written in past tense and third person (remember: you are reporting on something you have completed!)	
Hypothesis - what are you expecting to see? to occur?	
- must be written in past tense and third person (no "I"'s, "me"'s, "we"'s, etc.).	
Materials - list of materials provided (point form is suitable).	
- quantities provided (where appropriate).	
Procedure - sequence of steps clearly laid out in an organized way.	
- is written in past tense (without sounding like instructions).	
- reference is given to tables and graphs (ie. "Table 1 was used to record...").	
Observations - summary of observations given in paragraph form.	
- is written in past tense and third person.	
- reference is given to tables and graphs in written area (ie. "Table 1 was used to record...").	
- tables have proper titles on top, graphs and figures have proper titles on bottom (ie. "Table 1: Summary of Standards Test Results for Five Substances").	
Discussion - answers to questions being asked is provided.	
- sources of error are provided (or at least addressed).	
- information from other parts of the lab is NOT repeated unnecessarily.	
- discuss the main concepts being examined.	
Conclusion - is written as a summary of the lab (but not repeating unnecessarily).	
- gives additional information of interest, to connect lab to another area of life.	
- statement of hypothesis accuracy/lack of accuracy, together with reason(s) why.	
References - proper citation of references needed (textbook, booklet, etc.).	