

CHECKLIST FOR LABORATORY REPORTS

The following is a checklist similar to the one your instructor will use when grading your reports. You can use it to help prepare a good laboratory report.

Title Page

- Title of investigation
- Date
- Names of author and laboratory partners
- Name of instructor or teaching assistant
- Laboratory section number

Abstract

- Summarizes whole report: objective, materials, procedure, major findings and conclusions
- Abstract is clear, concise and coherent

Introduction

- Introduces the topic
- Describes the reason for doing this work
- Effectively and correctly states the objective of the investigation

Procedure

- Materials investigated and the form of the specimen adequately described
- Procedure, including technique, equipment and critical parameters adequately described.

Results

- Figures and tables are effectively and properly presented
- Required figures and tables are present
- Errors in the results are properly handled
- Credibility of the results is established
- Major results identified and effectively presented

Discussion

- Clear and logical analysis of the results
- Effective use of the results
- Discussion leads towards conclusions

Conclusions

- Clearly and succinctly states the conclusions
- Conclusions logically follow from arguments presented in the discussion
- Conclusions are supported by the results
- Conclusions satisfy the objectives stated in the introduction
- Conclusions are consistent with those given in the abstract

Appendices

- Required appendices are present
- Information in the appendices are relevant and useful

Questions

- Required answers to the instructor's questions are included in the report

Overall

- Effective and correct use of the laboratory report format
- Overall technical content is good
- Overall quality of report is good (spelling, grammar, neatness, etc.)
- Author has a good overall understanding of the subject