**Writing Laboratory Reports**

1. **Title**: this should indicate what the lab was all about. Be brief but indicate the nature of the investigation. What was the question being investigated?
2. **Hypothesis**: state the hypothesis that is being investigated. What do you expect to happen? It should be written as an “**if** \_\_\_ **then**\_\_\_\_\_\_**becau**s**e** statement.
   1. Example: "**If** the faucet is opened, **then** it will increase the flow of water **because** turning the knob opens up the valves of the pipes below.
3. **Materials**: Make a list of materials that were used.
4. **Procedure/Method/Steps**: What procedures were followed? This should be a general overview of what was done. For experimental labs, be sure to describe how the experiment was controlled. It is a good idea to **include a diagram** displaying how the equipment was used. This section should be written impersonally and in the passive voice- not, “*We poured water into a beaker*” but rather, “*Water was poured into a beaker*”. Do not use personal pronouns such *I, we, she/he, us, me, they* etc.
5. **Results/Observation/Data**: It should be clear and neatly presented using calculations, pictures, diagrams, charts, tables and graphs whenever possible. All diagrams should be **labeled** with proper units of measurements and include a description of structures, chemical reactions, behaviors etc.
6. **Discussion/Conclusion**: present a summary of your data generated by the lab. Put in your own words what the data or observations tell you. Explain how your hypothesis is supported or rejected by your data, calculations and observations. Discuss your results and what you learned.
7. **Error Analysis**: If the results or data do not make sense, examine your methods and materials for sources of experimental error and describe them here.

Lab reports vary in points. You will be told ahead of time the point value of each section above.