Lab reports should be completed in pencil in your LAB JOURNAL.

Reports should have the following sections, but keep in mind the specific sections vary based on the lab.

1. **Introduction and Purpose**
	1. Briefly describe the **purpose** of the investigation.
	2. ***Briefly*** describe the **materials** and **procedures** used in the investigation.
		1. For Investigations that you have planned, the **materials** and **procedures** should be described in detail.
		2. Draw diagrams/pictures of set-up when appropriate
2. **Observations and Data**
	1. Record qualitative **observations** (made with the 5 senses) in a table or chart, neatly drawn w/ ruler.
		1. Include column headings and, where appropriate, row headings.
		2. Some possible column or row headings are:
			1. Before, During, After
			2. Time, Observation
		3. Make **biological drawings** when appropriate. Refer to the orange handout for the guidelines of these
	2. Record quantitative **data** (measurements and calculations) in a table or chart, neatly drawn with a ruler.
		1. Include column headings and row headings.
		2. State units in the column or row heading, not the body of the table.
3. **Results and Analysis**
	1. **Answer any assigned “Analysis” Questions**
	2. Submit any **graphs** produced in the analysis of the data.
		1. Graphs can be hand-drawn on grid paper or computer-produced.
	3. Include any mathematical formulas used to analyze the data and a sample calculation.
	4. Analyze the quantitative data (graphs and/or calculations).
	5. Analyze the qualitative data (observations).
4. **Conclusion**
	1. Make a claim or draw a conclusion.
	2. Support your claim or conclusion with:
		1. Qualitative data
		2. Quantitative data
	3. Discuss any anomalous or unexpected results.
	4. Address possible sources of experimental error.
	5. For Investigations that you have planned, evaluate your plan.
		1. Evaluate the procedures.
		2. Suggest changes and/or discuss changes that you made.
		3. Address unexpected results.

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* **Be written in 3rd person**
* **Have dates and titles at the start of each lab**
* **Have sections of the report clearly labeled**
* **Be neat, organized, and legible**

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