**HOW TO WRITE A FORMAL LAB REPORT**

A formal lab report is to be written in blue ink or typed on one side of a page only. A pencil should only be used for scientific drawings (including graphs). It should be written in 3rd person with no personal pronouns. Even though you shared the lab work with your lab partners, your paper should be your own work. Your paper should include the following parts:

**TITLE**: Name of the lab

**PURPOSE or PROBLEM**: Describes what you are trying to demonstrate or why you are doing the lab. May begin with “To determine…” if it is a purpose. If it is a problem, it must be in the form of a question.

**HYPOTHESIS**: Make a prediction using an “If…, then…” statement.

**PROCEDURES**: List the materials and procedures. The procedures should be numbered in a step by step sequence.

**RESULTS**: Describe what happened or what you observed; may include data tables and/or drawings. Remember – tables and drawings should be labeled with a title.

**ANALYSIS OF DATA**: Analyze the data; what do the observations mean, and what relationships are shown. This should be an explanation in paragraph form. This is also where any graphs of the data will go. Remember – graphs need to have a title, both axes labeled, and units labeled. All graphs will be done by hand on graph paper.

**CONCLUSIONS**: This should be a statement of conclusion that relates directly to your purpose or hypothesis. Your hypothesis is **never** proven correct or wrong. Instead, you must state that your data did or did not support your hypothesis. What is your explanation for this? What did you learn? May also include your mistakes and how you might correct or change the lab for future use.

Grades are based on thoroughness, neatness, and how well it is written. Is it clear and easy to understand?