**Lab Write Up Information**

**Pre-Write up**

* ask questions
* use a computer: minimum 12 font

**Write up**

* Each person does their own lab writeup. You may discuss info with others, but do not hand in word-for-word copies (or copies with just a few minor changes). Do your own composition of your lab writeup.
* written in ink (computer or pen)
* name and date in upper right hand corner of paper
* underline appropriate and descriptive lab title
* sub-headings have first letter capitalized and are underlined
* lab writeup should be written for an audience who have not done the experiment but want to learn about it

 **Objectives** are what you are attempting to achieve in the lab experiment. They should be numbered and copied right from the lab text lab handout onto your writeup.

 **Materials** are all of the things you use during the experiment. They do not have to be copied word for word. You can use the following statement: “*As in lab text pgs. \_\_\_\_* “ or *“As on \_\_\_\_\_\_ lab handout.”* If there are changes to the materials, you must state them: “*The following changes have been made…”*

 **Procedure** is the steps you carry out to do the experiment. It does not have to be copied word for word. You can use the following statement: “*As in lab text pgs. \_\_\_*” or *“As on \_\_\_\_\_\_ lab handout.”* If there are changes to the procedure, you must state them: “*The following changes have been made…*”

 **Data and Observations** contain recorded data such as observations and/or data tables. All data tables should be titled. e.g. for table title: *Table 1: Mass of Al Foil*

 Observations are descriptions of what you see, smell, touch, or hear before, during, and after a reaction. Don’t make assumptions or draw conclusions in the observations

 **Sample Calculations** - Any calculations done for the table(s) must be presented in a clear and concise manner. To avoid redundancy, only **one** type of each calculation should be shown by giving a general formula (if necessary), experimental numbers and units, and then an answer with units and proper significant figures.

 **Questions** must be answered in complete sentences, even if the question asks for a calculated answer. All calculations should be clearly shown with units and proper significant figures. Questions should be answered with thought, depth, and clarity and use lab results as support for statements.

 **Follow Up Questions** – same format as Questions

 **Conclusion** should restate one or more of the lab objectives and whether they have been fulfilled. This may include a referral for the reader to observe information in a certain data table. e.g. *To view all of the experimentally determined density measurements, see Table 3.*