

## Formal Copy of the Written Lab Report

The formal copy of the written report is due May 23, at the end of the period. This will be a **clean copy** of each part of your project stapled together as one report.

*The Formal, Written Lab Report has the following sections in this order:*

- ❑ Cover sheet your name & class period
- ❑ Title page – your question
- ❑ Table of contents – start numbering with the abstract, put the page number of each part of the project in the table of contents
- ❑ Abstract
- ❑ Literature review / background information
- ❑ Hypothesis
- ❑ Materials list
- ❑ Procedure
- ❑ Drawing or photograph
- ❑ Statement of variables and controls
- ❑ Data charts
- ❑ Data graphs
- ❑ Data analysis
- ❑ Conclusion
- ❑ Works cited

Each student is responsible for turning in his or her own copy of the report.

*When writing your report:*

<ul style="list-style-type: none"> <li>❑ Always use third person. Do not use "I" or "we" or "you".</li> </ul>	<ul style="list-style-type: none"> <li>❑ Use one side of the paper.</li> </ul>
<ul style="list-style-type: none"> <li>❑ Use blue or black ink or word processing.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Use a 12 or 14 point font</li> </ul>
<ul style="list-style-type: none"> <li>❑ Use a professional font:             <ul style="list-style-type: none"> <li>○ Times New Roman</li> <li>○ Arial</li> <li>○ Tahoma</li> <li>○ Bookman Old Style</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❑ Not acceptable:             <ul style="list-style-type: none"> <li>○ <i>Any kind of script</i></li> <li>○ <b>Comic Sans</b></li> <li>○ <i>Curly</i></li> <li>○ <b>KIDS</b></li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>❑ WordArt on coversheet only</li> </ul>	<ul style="list-style-type: none"> <li>❑ Do not use Liquid Paper™ or White Out™.</li> </ul>
<ul style="list-style-type: none"> <li>❑ Avoid scratch outs. If you have more than <b>two</b> on your page, write the page over.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Number your pages beginning with the abstract.</li> </ul>
<ul style="list-style-type: none"> <li>❑ Staple your report together in order or put it in a folder</li> </ul>	<ul style="list-style-type: none"> <li>❑ Double Space</li> </ul>

Put each part of the written report on a separate sheet of paper or separate each section of the project with a centered, bold heading.

### Purpose

The purpose of this investigation is to explore ways to

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### Literature Review

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.....

### Hypothesis

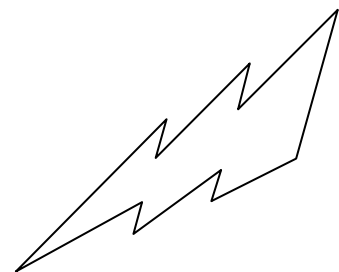
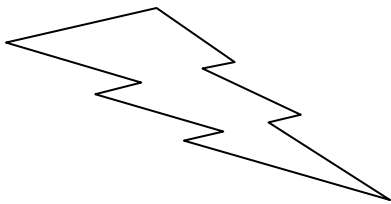
It is hypothesized that .....

.....

Your report is due at the beginning of the period on the 23<sup>rd</sup>.

**NO PART** of the report will be accepted after May

**23.**



**Manage your time wisely**