

CHEMISTRY LAB REPORT WRITE-UP

All chemistry lab reports should contain the following sections unless otherwise stated. Reports should be neatly written or word processed. Marks will be deducted for careless or sloppy work. Extremely poor work will be returned unmarked!

PURPOSE: A clear statement as to the purpose of the laboratory investigation

APPARATUS: Create an organized list of all equipment necessary for the lab. This should be presented as a list in columns not as series or words separated by commas. Example as follows:

- | | |
|-------------------|-----------------|
| - two test tubes | - retort stand |
| - test tube clamp | - Bunsen burner |
| - flint lighter | - etc. etc. |

MATERIALS: This section should list all substances or chemicals used in the lab presented in the same manner as the apparatus.

PROCEDURE: The procedure is a report of what was done during the lab. The procedure should be organized into numbered steps. More than one instruction can be combined into each step (group instructions in a way that makes sense). The procedure must be written in past tense passive impersonal. This means that your sentence structure should not contain pronouns such as I, we, or us. Past tense passive means you are reported on what was done. Hanging indentation must be used for all procedure steps. The example below shows both the correct tense and proper hanging indentation format.

1. The necessary equipment was collect and assembled as shown in the diagram.
2. The mass of the first reactant was obtained using a digital electronic balance. The balance reading was recorded to three decimal places on the data sheet.
3. The first reactant was thoroughly heated until no further reaction was observed. All observations were recorded.
4. Step #2 to #3 was repeated with the other reactants. Observations were recorded.
5. The products were disposed of in

Whenever the experimental setup is somewhat complex, a diagram should be added to your report. When drawing a diagram, the diagram should be on a separate sheet of paper, be of good size, draw with a ruler and labelled completely with all labels located to the right of the drawing.

For most labs in this course all of the above will not be required. The key information in any lab report are the observation, calculations and conclusions.

OBSERVATIONS: Record all necessary observation in this section. Whenever possible, a chart or table is preferred to improve organization. Point form may be used for all observations. All numerical observations must have a unit clearly indicated, either after each number or in the heading of a column of numbers.

CALCULATIONS: This section is present only when there are calculations pertaining to the lab. All calculations must follow the proper formats discussed in class.

CONCLUSIONS: Answers to question about the lab will be placed here. Whenever answering a question, be sure to include enough words in your answer to create a complete statement. "The compound turned red after it was heated" is a complete statement, "Red" is not. Calculations and Conclusions can be combined into one section.