

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 separated by commas. Example follows:

- two test tubes
- test tube clamp
- flint lighter
- retort stand
- Bunsen burner
- 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 you did during the lab. Organize the procedure into number steps. Each number may contain more than one step. It should be written in past tense impersonal. This means that your sentence structure should not contain pronouns such as I, we, or us. This is getting personal. Past tense means you are reported on what was done. Example follows:

1. The necessary equipment was collect and assembled as shown in the diagram.
2. The mass of the first reactant was obtained.
3. The first reactant was clearly heated and all observations were recorded.
4. Step #3 was repeated with the second reactant.
5. etc.

Whenever the setup is somewhat complex, a diagram should be draw to show the setup. When drawing a diagram, the diagram should be of good size, draw with a ruler, labelled completely with all labels located to the right of the drawing.

Later on in the course, procedures steps do not need to be included in your report. Your teacher will let you know when it is O.K. to do this. If this is the case you should write in the procedure one step that says "The instructions provided on the lab handout etc. were carefully followed"

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.

**NOTE: THE MAJORITY OF MARKS IS USUALLY
ASSIGNED TO THE LAST TWO SECTIONS.**