

## Formal Lab Report Self-Editing Checklist

**Directions:** Go through each section of your lab report and evaluate it for each of the following areas. Avoid negative criticism.

| Formal Lab Report        |   | Well done | Partially done | Not at all |
|--------------------------|---|-----------|----------------|------------|
| <b>Introduction</b>      | Purpose of lab stated   |           |                |            |
|                          | Relevant background/research discussed  |           |                |            |
|                          | All required terms used (see wordsplash, if provided)                                   |           |                |            |
|                          | Relevant formulas/equations included  |           |                |            |
|                          | Personal pronouns—I, we, us, you, etc.--avoided   |           |                |            |
| <b>Group Members</b>     | All group members listed  |           |                |            |
|                          | All group members names spelled correctly   |           |                |            |
|                          | Cooperative role listed for each member   |           |                |            |
|                          | All 3 roles assigned  |           |                |            |
| <b>Materials</b>         | All equipment and chemicals used are listed   |           |                |            |
|                          | All chemicals used are listed   |           |                |            |
|                          | Any materials not used are omitted  |           |                |            |
|                          | Solution concentrations are included  |           |                |            |
|                          | Any changes from the handout are included   |           |                |            |
| <b>Procedure</b>         | Written in complete sentences   |           |                |            |
|                          | Passive voice used throughout   |           |                |            |
|                          | Written in past tense—not a list of commands!   |           |                |            |
|                          | Enough detail that another student could read the procedure and know exactly what to do |           |                |            |
|                          | Any changes from the handout are included   |           |                |            |
|                          | Written in your own words—not copied directly from handout                              |           |                |            |
| <b>Data/Calculations</b> | Data presented in a table   |           |                |            |
|                          | All data collected are reported   |           |                |            |
|                          | Measured data reported with correct number of significant figures                       |           |                |            |
|                          | One sample calculation for each type  |           |                |            |
|                          | Work shown for each sample calculation (may be handwritten)                             |           |                |            |
|                          | Relevant formulas shown for each sample calculation                                     |           |                |            |
|                          | Calculated values reported with appropriate number of significant figures               |           |                |            |
|                          | All graphs have titles  |           |                |            |
|                          | Graphs have labels for both axes  |           |                |            |
|                          | All data values reported with appropriate units   |           |                |            |
| <b>Analyze/Apply</b>     | All questions answered  |           |                |            |
|                          | Complete sentences  |           |                |            |
|                          | Work shown for each calculation (may be handwritten)                                    |           |                |            |
|                          | Relevant formula shown for any calculation  |           |                |            |
|                          | Calculated values reported with appropriate number of significant figures               |           |                |            |

| Formal Lab Report   |   | Well done | Partially done | Not at all |
|---------------------|---|-----------|----------------|------------|
| <b>Conclusion</b>   | Quantitative results stated clearly   |           |                |            |
|                     | More than one source of experimental error discussed  |           |                |            |
|                     | Effect of particular error on results explained...will it make the results too big? Too small? Why? |           |                |            |
|                     | Ways to improve procedure or data collection discussed  |           |                |            |
|                     | No use of the words "human error"   |           |                |            |
|                     | Use of personal pronouns—I, we, us, you, etc.--avoided  |           |                |            |
| <b>Works Cited</b>  | At least one citation listed OR "No works cited"  |           |                |            |
|                     | Correct format used for any citation  |           |                |            |
| <b>Presentation</b> | Neatly wordprocessed  |           |                |            |
|                     | All sections included   |           |                |            |
|                     | Sections included in correct order  |           |                |            |
|                     | Headings included for each section  |           |                |            |
|                     | Complete sentences—no runons or fragments   |           |                |            |
|                     | No spelling errors (or only minor errors that don't distract)                                       |           |                |            |
|                     | Correct punctuation used  |           |                |            |
|                     | Printed on only one side of paper   |           |                |            |
| Final draft quality |   |           |                |            |

**Mechanics Checklist** If you notice any of the following errors in the your report, correct them before submitting your lab writeup!

|                |  |
|----------------|--|
| Fragments      | Spelling errors  |
| Run-ons        | Subject-verb agreement   |
| Punctuation    | Commas   |
| Capitalization | Procedure: written in passive voice, not active or command voice |