

Guidelines for Writing a Laboratory Report

Date, Name(s), and Title

- Write the date on which you did the science activity.
- List your name and the names of the other group members.
- Write the title of the activity.

Question

- Write the question that you investigated in the activity. Your question should include the *independent* and *dependent* variables.

Hypothesis and Prediction

- Write your hypothesis. (This is an explanation of what you think the answer to the question might be.)
- Write your prediction. (This is a statement of what you expect to see during the activity.)

Safety Precautions

- List the safety equipment you used.
- Include any special precautions that were necessary.

Materials and Apparatus

- Include a list of the materials you used, and a list of the apparatus you used.

Procedure

- Write the steps you followed to carry out the activity.
- Include safety reminders and instructions on waste disposal, if needed.

Observations and Data

- Write your *qualitative* (descriptive) observations in complete sentences. Include labelled diagrams if needed.
- Use data tables to present your *quantitative* observations (those you measured or counted).

Analysis

- Analyze your observations and data to look for trends.
- Include calculations to show how you got your quantitative (numbered) results.
- If appropriate, use graphs or tables to display your results.

Conclusion and Applications

- State whether or not your results backed up your hypothesis and prediction.
- Write a summary statement that answers the question you were investigating.
- If the activity showed that your hypothesis was incorrect, come up with a new hypothesis.
- Answer any questions that were included as part of the activity.

Laboratory Report Template

You can use this Laboratory Report Template to help you write up reports for science activities. To write up a report, fill in the blank spaces and answer the questions in this template. If you need more space for observations or graphs, attach additional pieces of paper to this template.

Title of Activity:

Name: _____

Date of Activity: _____

Group Members: _____

Question

Hypothesis and Prediction

Hypothesis: _____

Prediction: _____

Safety Precautions

Safety Equipment: _____

Special Precautions: _____

Materials/Apparatus

Materials: _____

Apparatus: _____

Laboratory Report Template

(continued)

Observations and Data

Part 1: Qualitative Observations and Labelled Diagrams

Part 2: Quantitative Observations (Data Tables)

Laboratory Report Template

(continued)

Analysis

Part 1: Trends in Observations and Data

Describe any trends you observed. Use complete sentences.

Part 2: Calculations

Include any calculations you used to obtain data.

Part 3: Graphs and Tables

Use graphs or tables to display your final results. If you need more space, use a separate piece of paper.

Laboratory Report Template

(continued)

Conclusions and Applications

Part 1: Relating the Observations to Your Hypothesis and Prediction

(a) What observations backed up your hypothesis, and what observations did not?

(b) How well did your results match your prediction?

(c) If your results did *not* back up your hypothesis, write a new hypothesis here.

Part 2: Conclusion

(a) Write a summary statement that answers the question you investigated in this activity.

(b) Answer any questions that were included as part of the activity.