

8 HELPFUL TIPS FOR GETTING THE MOST FROM YOUR LAB REPORT

(and by the “most” of course we mean marks...)

1. Unless you have really neat handwriting, you must type your report. Even then, typed reports are always preferred (see item #7 below).
2. Handwritten reports **MUST** be done in blue or black ink. Please don't submit work done in pencil (although graphs can usually be done in pencil as long as it's dark enough to read).
3. Data tables, if not word-processed, should have lines drawn with a straight-edge.
4. Please underline headings, title & name/partner/date/block with a straight-edge (or use underline function in word processor).
5. For application questions requiring mathematical solutions, show **ALL STEPS** in a clearly laid-out and logical fashion. Do not skip steps, or assume that relatively simple calculations can be “assumed” or omitted. The final answer should be expressed with correct unit and have a **BOX** drawn around it to make it obvious please.
6. In case you don't know what “qualitative” means on the sample lab write-up it means non-numerical.
7. Make your marker's job easy. A happy marker is usually less likely to find errors than an unhappy one. Remember this... it will be good for your average.
8. The time to ask for help with your lab write-up is **NOT** 10 minutes before it is due. This means unless you are 100% certain that you will not have any trouble with questions, calculations etc. in the lab, **DO NOT WAIT UNTIL THE NIGHT BEFORE IT IS DUE TO WORK ON IT.** You should have at least done a rough copy of the lab a school-day before it is due, so if you are having trouble and need help there is still time to get it.