

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Period: \_\_\_\_\_

## Laboratory (Inquiry) Report *Format*

### *This is not a rubric!*

The following format and grading scale will be used on all labs for which a formal report is appropriate. All labs must follow this format in this order!

Point Value		Section Title	Description
Actual	Possible		
	<b>4</b>	<b>Title</b>	The title of the lab should be placed at the top center of the page. ( <i>Experiment title, Subject, Date, Period, Name, Partners</i> )
<b>Page Break</b>			
	<b>18</b>	<b>Introduction</b>	Purpose: This must contain be a concise statement of what the lab is to accomplish and it must be a complete sentence. This also must be at least one paragraph (minimum of five (5) sentences). (10 points) Safety: If any safety precautions are required by the procedure, note them here. If there are no applicable precautions, write none. (4 points) Material: This List the materials that you will use in the lab. (4 points)
<b>Page Break</b>			
	<b>28</b>	<b>Data</b>	Data: This section should include all measurements made during the lab, as well as any tables or graphs that you make. Many times the teacher will provide you with a data sheet. (15 points) Procedure This section should summarize the key steps in the experiment. Do not oversimplify. Someone should be able to look at your procedure and accurately repeat the experiment. (13 points)
<b>Page Break</b>			
	<b>10</b>	<b>Calculation</b>	<i>Show all calculations!! Only section that can be handwritten</i>
<b>Page Break</b>			
	<b>40</b>	<b>Conclusion</b>	In this section answer any analysis questions associated with the, lab. Use minimum of five (5) complete sentences per paragraph. There must be a conclusion that summarizes the data from the experiment. Report all significant data ( <i>always</i> ) and percent errors ( <i>if requested</i> ). Make sure you site sources of error.
	<b>100</b>	<b>Total</b>	

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