

## Lab Write-Up Directions and Grading

Title	10
Purpose	10
Materials	10
Procedure	10
Data	40
Conclusion	20
Total	100 points

1. Title - Use the same title as found in your directions or invent one of your own.
2. Purpose - This is a brief statement describing the point of the activity or experiment, or describing the problem to be solved. This should be only one or two sentences long.
3. Materials - Write a short list of the essential equipment used in the activity. It is not necessary to list every single item. This section does not need to be in sentence form.
4. Procedure - Briefly describe how the lab or activity is performed. The lab directions are meant to be very detailed so that everyone is clear about what to do. Therefore, do not copy the lab directions. This is a summary and should be in paragraph form.  
Illustrations - Sometimes an illustration may be the best and most efficient way to describe your apparatus or to record your observations. All illustrations should be labeled.
5. Data - That which you have observed is recorded here. This includes information seen, heard, felt, smelled, and measured. These facts may be reported in the form of lists, charts, tables, or illustrations. Always use headings for lists, tables, and charts. Use captions for drawings. If your data is in the form of a description, ALWAYS USE COMPLETE SENTENCES!!!
  1. Answers to questions posed in the lab activity are placed here.
  2. Calculations - Measured and/or calculated values should always be shown in table form. A sample calculation might be given.
  3. Graphs - Sometimes data or calculated values are graphed. All graphs must be titled and axes labeled.
  4. Drawing - Each drawing should be in pencil, have a title, and be labeled. (This refers mainly to drawings in Biology).
6. Conclusion - The concluding paragraph of your lab write-up should be at least three sentences long. This should not be the answer to the "conclude and apply" questions in your book, but a separate section. The following will help you decide what to include:
  1. Refer to your purpose.
  2. Summarize observations in sentence form.
  3. Compare your results to the class results.
  4. Explain any errors which might have occurred, especially in measurements or calculations.
  5. Discuss methods of improving the lab technique.
  6. Do not include sentences such as: "I enjoyed this lab" or "I learned a lot."
  7. Include examples from data