Laboratory reports should be complete and thorough, but as concise as possible. The purpose of report completion is to improve abilities in explaining procedures and summarizing findings. Proficiency in abstract writing is a very useful skill for industry and academy; the abstract is the only part of the study that most people will read. All laboratory reports should be submitted electronically, unless stated otherwise.

### Overall layout, presentation, completeness

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<th>Executive Summary</th>
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Abstract

This section serves as an initial statement to the purpose of the experiment/study, as well as an indication of the results and conclusions. In many ways this is impart restating the content of the executive summary.

Introduction

This section serves as the detailed problem statement, outlining the goals of the experiment/study.
Materials and Methods

This section provides the technical background for which the experiment/study has been based. Besides highlighting key concepts of cited references, this section should be where the majority of equations and conceptual diagrams and charts are located. Any procedures should be detailed in this section, and should be written in a way that the experiment/study could be replicated in the future or at a different location. Sufficient information about instrumentation should be provided.

Results and Discussion

This section should provide both the measured and consequential outcomes of the experiment/study. This section typically contains most number of tables and related graphs. Graphs and tables should have explanatory titles and should maximize data-ink ratio. Discussion should be a brief explanation of results, reserving major findings for conclusion section.

Conclusions

This section is where the key concepts are presented that were learned during the preparation and implementation of this experiment/study. Included in this section, are observations and findings that could be used to improve the effectiveness of the experiment/study. Also, if the results were expected, theories or possible explanations should be given.
References

References

This section provides the list of reference materials used in the preparation of this report.

Nomenclature (if needed)

Nomenclature

The nomenclature section provides the reader with a reference list of all symbols and acronyms used and their meaning.

Appendices (if needed)

Appendices

This section provides the reader with a detailed list of equipment used (to include name, model, and serial numbers if applicable,) raw data, sample calculations, spreadsheet solutions, list of equipment used (model and serial numbers), equipment operating instructions, and any nomographs used.