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| **TITLE** | A statement on what the lab is about. |
| **AIM** | * The purpose of the experiment. * Always begins with the words:   + **to** determine…. or   + **to** investigate or **To** find out or **to** demonstrate… * Usually states of mentions the **manipulated and responding variables.** |
| **APPARATUS AND MATERIALS** | * Apparatus are the different lab equipment supplied or used. * Materials are the chemicals, reagents or biological material used. * USE A LIST – it is easier to read! |
| **METHOD** | * For most experiments this is a set of steps written in past tense and using the passive voice. * Number your steps. * For Plan and Design labs only, the method is a set of instructions/ present tense. |
| **Drawing/ Diagram** | Include a line drawing showing the set-up of the apparatus (See how to draw apparatus section). \* Except for drawing labs of course |
| **RESULTS** | * This can be a number of the following:   + A drawing(s) of what you observed (drawing labs)   + A table where you wrote down your data (responding variable)   + A graph that you plotted * NOTE – All tables and graphs must have a TITLE above it describing what is contained within. |
| **DISCUSSION**  **(**USE PARAGRAPHS**)** | * This is like having a chat with someone about the experiment. * There are usually guiding questions that you should discuss. * Things to discuss are:   + Background – Theory about the topic.   + Use data to describe trends AND then explain them.   + Particular steps in the method (precautions). |
| **LIMITATIONS** | * Any **factor or variable which you cannot control** which might make **your results** less reliable. |
| **PRECAUTIONS** | * Safety **steps or methods for the experimenter to ensure the results are accurate** – using equipment, use of chemicals; e.g. clean apparatus, reading at eye level, etc. |
| **SOURCE OF ERROR** | * An **error that can affect the results**. It is due to inaccuracy by the experimenter, which could have been avoided if more careful. |
| **CONCLUSION** | * A clear statement that summarises the findings of your lab in ONE PARAGRAPH * It “answers” your aim by quoting some of your results. |
| **REFLECTIONS** | * Your personal views on **how the lab was useful** to you. What **you** thought but now know. How you can **use your understanding** and appreciation **in the future**. |