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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.**
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| **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!
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| **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.
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| **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.
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| **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).
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| **LIMITATIONS** | * Any **factor or variable which you cannot control** which might make **your results** less reliable.
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| **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.
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| **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.
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| **CONCLUSION** | * A clear statement that summarises the findings of your lab in ONE PARAGRAPH
* It “answers” your aim by quoting some of your results.
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| **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**.
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