

# High School Lab Report Grading Sheet

With chapter references to John D. Mays' book, *The Student Lab Report Handbook*, Second Edition

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

Experiment: \_\_\_\_\_

<i>Formatting</i> (Ch 2)		Points
<ul style="list-style-type: none"> <li>• Typed, single spaced</li> <li>• 1-inch margins</li> <li>• Black and white</li> </ul>	<ul style="list-style-type: none"> <li>• 12pt, Times New Roman or Arial font (table/graph labels may be slightly smaller)</li> <li>• Pages stapled together</li> </ul>	/5
<i>Technical Writing Style</i> (Ch 3)		
<ul style="list-style-type: none"> <li>• Clear, concise, thorough writing style</li> <li>• Appropriate vocabulary (Ch 3.5),               <ul style="list-style-type: none"> <li>○ No slang (Ch 3.3)</li> <li>○ No use of "I" or "you." "We" is ok.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Simple past and present verb tense, Active voice, Indicative mood</li> <li>• Complete sentences</li> </ul>	/5
<i>Tables, Graphs and Figures</i> (Ch 3.4, 7)		
<ul style="list-style-type: none"> <li>• Proper capitalization and punctuation</li> <li>• Each is referred to in the text</li> <li>• Each has a label, title, and units of measure</li> </ul>	<ul style="list-style-type: none"> <li>• Separate data series are distinguished by different symbols, not different colors</li> </ul>	/10
<i>Heading</i> (Ch 4.2, 5.1): Class/course, Title, Author (you), Team members, Experiment date, Report date, Instructor name,		/5
<b>Lab Report Sections</b>		
<b>Abstract</b> (Ch 4.3, 5.2) (optional - extra credit)		/+5
<b>Purpose</b> (Ch 4.4, 5.3): Why? 1-2 sentences		/5
<b>Background</b> (Ch 4.5, 5.4): History, Theory, Overview of experimental plan, Hypothesis		/10
<b>Experimental Procedure</b> (Ch 4.6, 5.5): Materials, Procedure		/20
<b>Results</b> (Ch 4.7, 5.6, 6): What happened, Data (tables, graphs, figures)		/20
<b>Discussion</b> (Ch 4.8, 5.7) and <b>Conclusion</b> (Ch 4.9, 5.8): <ul style="list-style-type: none"> <li>• Discussion: Calculated predicted values, Accuracy of hypothesis, What was learned, Are results conclusive?</li> <li>• Conclusion: Summary, Overall judgement, How to improve procedure, Future experiments</li> </ul>		/15
<b>References</b> (Ch 4.10, 5.9): APA Formatting		/5
<b>Total</b>		<b>/100</b>