Conclusion Tips:

**Global Tips** –

- Let writing decisions be guided by an awareness of who the audience is, what they already know, and what they need to know. Do not assume readers know everything you know.
- Readers will ask why the lab proceeded as it did. Anticipate and answer their questions.
- Remember that one of the main purposes of the lab report is to allow others to replicate what you have done. Make it easy for them.
- Include all the required information. (Especially numbers and significance)
- Presentation counts. Type it. Use complete sentences. Spell check.

**Mechanical Tips** –

- Make sure you have indicated the long-range goal.
- Link back to the introduction to remind readers of the lab’s purpose.
- List process steps first. Discuss what you learned second.
- Include linking words or phrases (transitions) to move from one idea to the next.
- Think carefully about past and present tense usage.
- Use a third person objective stance whenever possible.
- Indicate how this lab will help achieve long-range goals.

**Excellent work** –

- Includes tables
- Cites reference material
- Includes possible applications.