

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.