

Notes about report writing

1. Purpose

Answer the question: ***Why did we perform this experiment?*** Answer gives you the purpose of the experiment. Think about the whole experiment. Look at the titles of the experiment and procedures.

- Examples for the second experiment:
 - o The purpose of this experiment is to purify acetanilide by recrystallization method.
 - o The purpose of this experiment is to apply recrystallization method.
- 2. We write the materials and chemicals that we used item by item. Example for the second experiment is given at the bottom.

Materials:

- Acetanilide
- Distilled water
- Spatula
- Balance
- Watch glass
- Filter paper
- Graduated cylinder
- Beaker
- Tongs
- Glass rod
- Bunsen burner
- Ring stand
- Forceps
- Vacuum pump
- Buchner funnel
- Filter flask
- Clamp
- Stopper (rubber adaptor)

- 3. For the methods part, names of the procedures are written. Example for the fifth experiment is given.

Methods:

- Benedict's test
- Osazone formation test
- HCl addition to sucrose

- 4. Procedure is written in "Past Passive" form. Imagine that in our lab sheet in procedure there is a sentence: "Add 10 ml of distilled water." In our report we should write: "10 ml of distilled water was added."

5. DATA

We should always give our DATA/results in our reports. We do not have Data Sheet always. We have Data sheet or not we have to give our DATA.

6. While you are writing your reports 11 or 12 is enough as font size in the text.

There is no need so big letters.

7. While we are writing materials and methods, we should write definitive chemical properties. Assume that we used 10 mL of 0.1 M HCl solution while performing experiment. In materials and methods, it should be:

0.1 M HCl solution

Not ~~10 mL of HCl solution~~

8. Big "I" does not have dot. Right form is "I".