This report format emphasizes laboratory methodology and the computation, presentation, and discussion of laboratory results. In some cases, the laboratory results may be used for solving a specific engineering problem posed by the instructor. The following format should be followed, use of headings is generally required.

**Letter of Transmittal**, one page maximum
- Objective (purpose), procedures, results and conclusions
- Proper letter format (addressed, courteous closing, signed, etc.)

**Title Page, Table of Contents**, **Lists of Figures and Tables**
- All properly done with complete information

**Executive Summary** half page maximum, (objective, procedures, results, conclusions)

**Introduction** (objective and summary)

**Background**

**Laboratory Methodology** (Equipment and Materials, Procedure)

**Results and Discussion**
- Interpret the results for the reader (meaning and application)
- Compare results to expectations (experimental, theoretical)
- Explain cause and magnitude of error

**Tables and Figures** (tables and figures should be embedded in appropriate sections such as background and discussion).
- All figures and tables discussed in text, but self explanatory
- Numbered and properly titled, contain units, axis labels
- Referenced (if information not created by author)
- Appropriate to communicate effectively

**Conclusions and Recommendations**
- Conclusions (was objective met? Briefly explain.)
- Brief explanation of significant “errors”
- Recommendations for future laboratories or future action

**References**
- Appropriate quantity and quality
- Proper citation within text and proper reference section format

**Appendix I- Data**

**Appendix II- Calculations**

**Additional appendices as required**

**Writing Quality**
- Format: proper use of headings, page numbers, etc.
- Writing: clear, complete, and concise with proper mechanics (spelling, punctuation, grammar, and paragraph and sentence structures)
- Proper tense, third person, passive voice, formal writing

*Short or informal reports omit letter of transmittal, table of contents, executive summary, and lists of tables and figures. Refer to the UP School of Engineering’s Writing for Engineers handbook for assistance.*