

# Laboratory Report Format

Because each organization may have its own standard format for reports, it is impossible to say what “the” format for a report should be. However, most use a format not too different from what will be described here, and you should use this one for every Engineering Technology course at CCM.

## Sections

Include the following sections in your lab report:

- **Title page** Use the format shown in the sample report.
- **Table of contents** The table of contents should be on a page by itself, and should show the number of the page on which each of the following sections begins. If the report is long, and each section is divided into subsections, the table of contents should give page numbers for the subsections, too. The Objective section should begin on page 1.
- **Objective** State briefly what you were trying to find out.
- **Equipment** List all the equipment you used; give serial or inventory numbers for items that have them.
- **Procedures** Explain what measurements you made and how you made them. Include appropriate diagrams, such as electrical wiring diagrams.
- **Recorded data, calculated results, and graphs** Show the actual measured values, all values you calculated, and pertinent graphs. It is often most efficient to show the measured values and some of the calculated results in a table. Show one sample of each kind of calculation: the working formula, the formula with values substituted, and the final result with units. Do not show every calculation; do not show the calculation of an average.
- **Discussion** Assess the amounts of experimental error in the data and results. Answer any questions posed in the laboratory manual.
- **Conclusions** State what conclusions you draw from your work.

A “standard-format” for CCM Engineering Tech lab reports has been posted on the CCM web site. To view it go here:

<http://www.ccm.edu/academics/divdep/BMET/engtech>