

Do's and Don'ts for EFD Lab Reports

DO:

- Make a legitimate cover page. It is OK to print double sided but space down your second page so that when it prints there is nothing on the back of your cover page.
- Use good grammar, spelling, and punctuation. Spell checker is a helpful tool but it does not find everything, especially if you used the wrong word. Spell checker will not find if you accidentally used velocity instead of viscosity.
- Include pre-lab. If you did not get your pre-lab back it will be stapled in by us.
- Properly cite figures and equations used. Referring to them simply as “that equation from the book, exercise notes, presentation slides, etc.” will not suffice.
- Write in present tense.
- Ensure that you complete your spreadsheet properly. Get help on this if you are having trouble.
- Come to office hours.
- Ask for help.
- Visit the CTC and get their advice on your technical report.

DON'T:

- Write by hand anywhere that is not explicitly stated that you should do so.
- Say things like “I, we, us, etc” refer to yourself or group in third person.
- Use the exercise notes for your EFD process explanation. We already have that. We want to know that you know what you were doing and why you were doing it.
- Use outline format for the entire report. It is OK to do it for the analysis questions. But the rest of the report should be in quality paragraph form.
- Say things like “a bit smaller than” or “pretty good”. Use quality descriptors.
- Copy other student's plots because you are having trouble with your data reduction sheet. Get help from a TA.