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|  | EG1004 SEMESTER: Writing Professor: E-mail:  |
| Lab Report Assessment

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| Report Format |  |
|  1. Abstract: objective, major data, conclusion, briefly stated |  |
|  2. Introduction: real-world context, laws, principles, equations, specifications. For a competition lab, rules, ratio, design strategy |  |
|  3. Is the Introduction well organized and comprehensive? |  |
|  4. Procedure: materials, continuous narrative in chronological order |  |
|  5. Does the Procedure describe the steps with sufficient detail to allow another to recreate the experiment, including any testing of the design or device? |  |
|  6. Data/Observations: presentation of data |  |
|  7. Is the Data/Observations section an objective description without analysis? |  |
|  8. Discussion/Conclusion: calculations, analysis, and explanation of results |  |
|  9. Discussion/Conclusion: provide improvements and plans for future work |  |
| Writing Style |  |
|  10. Has the author cited all sources in Works Cited in the text? |  |
|  11. Has the author created a Works Cited section at the end of the report? |  |
|  12. Are there illustrations with captions (name, number, explanation) and in-text references? |  |
|  13. Is the experiment described completely and with precision? Are the correct terms used? |  |
|  14. Does the writer use a professional tone, avoiding contractions (“don’t”), second person pronouns (“you”), and slang? Is the report concise, without redundant language? |  |
|  15. Is the report written for an intelligent but uninformed reader? Is there enough detail for an educated professional not acquainted with the experiment? |  |
|  16. Is the passive voice used in the Abstract through the Conclusion? Is the active voice used in the Contribution Statement? |  |
|  17. Has the writer used the correct verb tense consistently? |  |
|  18. Is the information organized into paragraphs with transitions to indicate a paragraph’s relationship to the subject of the report? |  |
| Grammar and Mechanics |  |
|  19. Is the report written in complete sentences, avoiding fragments and run-ons? |  |
|  20. Is the word order within each sentence consistent with standard English? Has the writer chosen the right words for his or her meaning and spelled them correctly? |  |
|  21. Are the sentences punctuated correctly? Are periods, commas, semicolons, apostrophes, upper- and lower-case letters, and spaces used correctly? |  |
|  22. Are the rules for numbers followed? |  |
|  23. Are subjects and verbs in agreement? |  |
|  24. Are articles *(a, an, the)* and prepositions (*at, to, on, in, off, from,* etc.) used correctly? |  |
|  25. Does the visual format of the report communicate the information professionally? Was the report proofread and does it follow the EG1004 [style guide](https://manual.eg.poly.edu/images/9/9e/EG_1004_Writing_Style_Guide.pdf)?  |  |
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* + *Faculty Consultants are available in the Writing Center to help you with your writing and speaking skills. Go to* [*nyu.mywconline.com*](http://nyu.mywconline.com/) *to book an appointment.*
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