HOW A REPORT SHOULD BE DONE

After a practice on Laboratory, a report can be requested by the instructor. **A report is a short document** that usually **shouldn't have more than three or four pages** (using Calibri 11 or similar, simple space) plus the cover page.

One report will be done by two working tables (a group); it is, each couple of tables will write together only one report. A report is a summary containing the measurements done on Laboratory and their computations (experimental section), and a final section comparing and discussing the results of both groups and a few general conclusions about the practice.

a) The cover page: On cover page must be written the **names and surnames** of the members of working team; only should appear those people who attended the lab session. When a person didn't attend the lab session but he worked on the report, it should be indicated on cover page. **On cover page must also appear the name of practice, group, tables, and date of lab session**.

b) Experimental section: On this section you must give the **measurements** done, usually on a **table** and the **computations** done from these measurements. They should be indicated the formulae used for computations, and the **results**. It's particularly important the computation of **errors of measurements and results**, and also the correct writing of such errors. It's not necessary detail all the computations, but the way to do it and the corresponding equations must be given. When a **graph** drawing the measurements was required, it should appear after the table with the measured data (of course correctly formatted and with magnitudes and units on axes).

This section must be duplicated for both tables of group; it is, each table must write their measurements, computations, errors, graphs and results separately. This section **shouldn't take more than two or three pages** for both groups.

c) Discussion and Conclusions: This is the ending part of report. On this section you must discuss and compare the results of both tables and shortly give **the main conclusions** you have got about the experiment. **The conclusions aren't a summary** about the lab session; conclusions must state a few **new ideas you have learnt** after doing this experiment. For example, you can say if the method you have used is or not accurate, if the errors are important, if the conditions of experiment are the same than those stated by the theory, etc…

The discussion and conclusions **shouldn't take more than a half or one page**.

The report can be written with any word processor you know; it's essential you handle a **word processor** with an **equation editor** in order you can easily write the mathematical equations. When it was finished, you must **convert this document into a PDF** and **send it through Poliformat/Tasks** taking in account the given **deadline**.

Jorge Más, July 2015