

# DIRECTIONS ON LABORATORY REPORTS

The purpose of these directions is to help today's student and tomorrow's engineers in writing the laboratory reports in an orderly manner.

Today's student must be sure that the laboratory reports are not only some time consuming disturbances by means of which a certain percentage of course grade guaranteed. Laboratory reports should be considered as a kind of preparation for other technical reports which will be written by tomorrow's engineer in his professional life much more often than he expects.

The followings should be taken into consideration before writing a report and checked before submission:

Each student should attend the laboratory. The students who do not have any medical excuse will not be graded for that lab session.

Each student should submit a Lab Report. Two students can work collectively to give one report.

Cheating will strictly be punished.

## I. GENERAL

- Reports should be written in correct English. If the correct words and terminology cannot be remembered, a dictionary should be used instead of writing vague and unclear expressions.
- Writing should be preferably being in printer output but in any case pencil should not be used. Title page should be a separate page. Other pages should be numbered properly.
- Each section described below should have a proper heading. There should be more than one clear line between the sections. Passive voice should be used throughout the report.

Expressions such as "I, We, Our, My", etc. should not be used.

## II. TITLE PAGE

The first sheet is the title page. It is not numbered. On title page the following information should be found:

- a) MATERIALS OF CONSTRUCTION LABORATORY  
DEPARTMENT OF CIVIL ENGINEERING, M.E.T.U.
- b) The number and the name of the course, group
- c) The name of the experiment
- d) If the experiment is performed as a group, the number of the laboratory group.
- f) Submitted by: (Includes your ID number)
- g) Date: