

<b>5</b>	<b>Cover Page</b>	Report Title	1	
		Report Number	1	
		Group Members	1	
		Test Date	1	
		Due Date	1	
<b>15</b>	<b>Arrangement</b>	Introduction – concise	3	
		Theory & Procedure – any deviations from the standard test?	3	
		Results & Discussion	3	
		References – properly referenced, including the lab manual	3	
		Appendices – need to include original, signed data sheets	3	
<b>30</b>	<b>Writing</b>	Clear Statements	10	
		Third Person	5	
		Style – use active voice wherever possible	10	
		Punctuation and grammar	5	
<b>20</b>	<b>Formatting</b>	Table of Contents	2	
		Font – appropriate type and size	2	
		Margins – 1.5” all around	1	
		Page Numbers – bottom, centered	1	
		Titles	2	
		Figures and Figure Captions	2	
		Tables and Table Captions	2	
		Equations – use an equation editor	2	
		Units – consistently use either SI or British units	2	
		References	2	
		Clear Print	2	
<b>30</b>	<b>Results and Discussion</b>	Results – presented clearly	5	
		Discussion – what do the results mean and what was expected?	15	
		Validation of Results – discuss typical values	10	
<b>100</b>	<b>Possible Points</b>			