

**ENCS Lab Report Format**

Communication is one of the 12 graduate attributes that the Faculty expects all graduating students to have sufficient proficiency. All ENCS students are required to take the course ENCS 282 in their first year. The objective of the course is to enhance students’ written and oral communication skills. In their final year, students are expected to demonstrate their communication skills in their capstone courses. However, between ENCS 282 and Capstone courses, there is no other formal training provided in communication skills to help students sustaining the skills which they had acquired in ENCS 282. In order to overcome this deficiency, the Faculty proposes to adapt a uniform lab report format to be used in all undergraduate courses that have lab components. The lab reports will be assessed from both technical substances and communication perspective.

**Suggested Lab Report Format**

1. Cover Page
2. Abstract
   1. Use plain English. Assume that not all readers have expert knowledge of the topic
   2. Make sure that reader will understand:
      1. Main objective
      2. Arguments discussed in the report; newly observed facts;
      3. Conclusions of the experiments
      4. Methods used to derive these conclusions
   3. Abstract should not exceed 200 words
3. Introduction
   1. Description of the experiments to be undertaken
   2. Objective of the experiments
   3. Expected findings, observations
4. Procedure (Methods)
   1. Discuss how the experiments were conducted
   2. Provide sufficient details for another person to duplicate the experiments such as:
      1. Preparations
      2. Calibrations
      3. Safety issues
      4. Collected statistics
5. Results and Discussion
   1. Theoretical analysis of observations such as:
      1. Statistical analysis
      2. Comparison between mathematical expression and the results of the experiments
   2. Personal judgments
6. Conclusions (Optional)
   1. Compare the stated objective in the abstract and introduction with the findings discussed in Results and Discussion section
7. References (if needed)
8. Appendices (if needed)
   1. Large tables
   2. Supportive data which does not directly impact the objective of the experiments

**Formatting:**

* Tables, figures and references should be numbered and referred in the text. Tables and Figures should be discussed in sufficient depth.
* Sections and sub-sections should be numbered
* Standard font and font size should be adapted throughout the report