CE 354L (LAB) MEMO REPORT FORMAT

Each lab report must be typed and neatly arranged according to the sequence given below.

A. MEMORANDUM (limited to 1.5 pages):
   (1) The titles of the experiments contained in the report, your name, group number, group member's names, the purpose of the experiments and the date for conducting each experiment.
   (2) Brief comments, including the reliability of your test results and possible factors that might have induced errors.
   (3) References for testing procedures and specifications. Indicate any procedures that were different from your references.

B. SUMMARY OF RESULTS:
   The important findings of each experiment in the report are summarized in this section for quick access. Refer to the attached templates for the summary of results.

C. APPENDIX:
   1. COMPLETED DATA SHEETS. Be sure that they are complete with all headings, dimensions and calculations. Round off your data to reasonable decimal points.

   2. GRAPHS (where required). Graphs are extremely important in analyzing data and in applying engineering data to design situations. It is important that graphs are done neatly and that all essential information is included. Each graph must have axes and curves labeled, units given, and title block included. Title block should include the title of the graph, the name of the draftsman and the drafting date of the graph. French curves should be used to draw all the curves.
CE 354L (LAB) FORMAL REPORT FORMAT

Each lab report must be typed and neatly arranged according to the sequence given below.

A. REPORT CONTENT (including all experiments involved and limited to three pages):

   (1). The titles of the experiments contained in the report, your name, group number, names of group members and the date for conducting each experiment.
   (2). Brief description of your experiment including the purposes, equipment being used, the final results and comments regarding the reliability of your test results and possible factors that might have induced errors.
   (3). A list of references for testing procedures and specifications. Indicate any procedures that were different from your references.

B. SUMMARY OF RESULTS:

   The important findings of each experiment in the report are summarized in this section for quick access. Refer to the attached templates for the summary of results.

C. APPENDIX:

   1. COMPLETED DATA SHEETS. Be sure that they are complete with all headings, dimensions and calculations. Round off your data to reasonable decimal points.

   2. GRAPHS (where required). Graphs are extremely important in analyzing data and in applying engineering data to design situations. It is important that graphs are done neatly and that all essential information is included. Each graph must have axes and curves labeled, units given, and title block included. Title block should include the title of the graph, the name of the draftsman and the drafting date of the graph. French curves should be used to draw all the curves.