



GUIDE LINES FOR WRITING LABORATORY REPORT

Department of Electrical Engineering

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INTRODUCTION

Laboratory report is an essential part of all laboratory courses and usually a significant part of the grade evaluation. It can vary from the standard fill-in-the-blank type. However, a guideline is set for writing a laboratory report which always addresses the aspects given below in a proper manner:

- **The Objective of the Experiment**
- **Background Theory of the Experiment**
- **Procedure of the Experiment**
- **Data or Information Gathered (Readings Taken/ Observations Noted in the form of Tabular Column or plotted in the graphical form)**
- **Comments on the Observation Made or Meaning of the data gathered**
- **Conclusion**
- **References**

In Electrical Engineering Department, Lab reports must be submitted the next week of the commencement of experiment conduction. Everyone should produce his own report, No plagiarism is accepted.

GENERAL GUIDLINES

Consistent formatting helps capture critical content in a way that is easy to review and value the report. To provide a basis for this consistency, prepare documents using the Electrical Engineering Department Report Template (in Microsoft Word) available on the website.

Grammatical Mistakes to be Taken Care

IEEE Editorial Style Guide is a best example to be referred in writing the report (Refer website).

- **The lab report should be in 12 point font, single spaced. Double space**

- between sections. **Bold face headings.**
- **Place commas after prepositional phrases. This is the most commonly made error in punctuation. If your sentence begins with one of these commonly used prepositions, place a comma after the sentence phrase. Ex. after, at, from, in, before, by, since, to, except, for, of, on,**
 - **Write complete sentences with a subject and verb.**
 - **Do not use imperative sentences (don't give the reader instructions or commands).**
 - **Use spell check.**
 - **Do not quote from your lab manual, or use exact wording from the manual in your report. Write everything in the lab report in your own words.**

Organization of the Report

Use the format given for electrical engineering department.

Cover Page

Course Name: Please indicate the course in which you are registered (Bachelors in Electrical Engineering)

Use the Imam University logo as shown in the report

Section Number: Please indicate section in which you are registered
Report Number: Please indicate the report number

Experiment Title(s): Include the experiment(s) number and title. Abbreviations should be avoided.

Author: First Name and Last Name

Date: The day, month and year that the report is submitted. (DD/MM/YYYY)

Grade : An empty tabular column be prepared where the instructor will put the grade.

Main Text

Objective: In this section, the overall purpose of the experiment is stated and should be written in complete sentences. For example ,õThe purpose of this experiment is to study the Voltage-Current Characteristics of a Diode and its

applications. **DONOT** write "To study the Voltage-Current Characteristics of a Diode and its applications."

Equipment List: Write a list of the equipment used.

Relevant Theory / Background Information: Provide a description of the background information, theories and/or equations that you went over in lab that pertain to the experiment. **DONOT** write a series of equations in this section without any explanation of them.

Experimental Data /Analysis: In this section, you must write about the experiment you have just conducted. As in the previous section, do not write out a series of equations or tables with no explanation. Please ask your TA what they expect for content of this section. If your lab TA wants you to write the procedures you followed in the experiment, do not copy the procedures in the lab manual. **DONOT** give instructions on how to do the experiment.

Conclusion: This section is for your final thoughts regarding the experiment. You can use this space to expand further on the implications of the outcome from the experimental data section. What did you learn from the experiment?

List of Attachments : Make sure you include a listing here of any attached graphs or charts. If you have no attachments to list, make sure you write "none" in this section.

References: Here include any reference material you used (text book, etc.) in writing in this section. Do not use Wikipedia as a reference. Do not list the TA as a lab reference. If you have no references to list, write "none".

