

Please initial that you have completed each item on the line beside each item (only if you actually have done so) and staple this sheet to the front cover of your report.

\_\_\_\_\_ I have initialed (not checked) each completed item & stapled this page to the front of my report.

\_\_\_\_\_ I have spell checked my report

\_\_\_\_\_ I have grammar checked my report

\_\_\_\_\_ I have read my report out loud

\_\_\_\_\_ My report does not contain the words “I” “we” “our” “my” “student” “one” etc.

\_\_\_\_\_ My report uses the word “mole” correctly

\_\_\_\_\_ My report does not use the words “mass” or “weight” as verbs

\_\_\_\_\_ My report does not contain the words “in this experiment” or any equivalent thereof

\_\_\_\_\_ My report does not state that an experiment was “done”

\_\_\_\_\_ My report does not contain the word “create”

\_\_\_\_\_ My report does not contain the words “aforementioned” or “previously prepared”

\_\_\_\_\_ My report shows one full set of calculations using my data

\_\_\_\_\_ My report has all numbers expressed in correct scientific notation

\_\_\_\_\_ My report has all numbers expressed to the correct number of significant figures

\_\_\_\_\_ All errors in my report are acknowledged, and explained where possible

\_\_\_\_\_ My report does not contain redundancy either within or between sections

\_\_\_\_\_ I have verified the proper use of capitalization in my report

\_\_\_\_\_ My report does not contain contractions

\_\_\_\_\_ My report does not contain colloquialisms

\_\_\_\_\_ My report does not contain a misuse of the word “within” or “cleanse”

\_\_\_\_\_ I have verified the correct use of subscripts in all chemical formulas, equations, etc.

\_\_\_\_\_ My report contains an abstract, introduction, procedure, etc. per the sample lab online

\_\_\_\_\_ My report uses correct abbreviations and symbols (mL, mol, etc.)

\_\_\_\_\_ I have verified the correct verb tense in each section of my report

\_\_\_\_\_ My report does not cite non-scientific, non-peer reviewed internet references

\_\_\_\_\_ All questions from the lab manual are answered in the body of my report (not in an appendix)

\_\_\_\_\_ My report does not contain possessives

\_\_\_\_\_ My report does not contain verbs used as adjectives (“samples” are “obtained”; “obtained samples” is incorrect)