

# CE400 Highway Materials Engineering - Spring 2008

## Instructions for Preparing Laboratory Report

Laboratory reports will be treated as formal for this course. You will receive a letter from me or TA (WST Consulting, Inc.) requesting that specific tests be performed on supplied materials. After performing the requested tests, you will prepare a laboratory report to document your findings. The report will normally consist of a cover letter, cover sheet, table of contents, main body of the report, and appendices. **NOTE: Each student must prepare his/her own laboratory report. You can collaborate on data collection and analysis. But you must not share report write-ups, tables, figures, etc.**

The cover letter will serve both as a response to my letter and as a very concise summary of test results. Thus, you will not only report the key finding(s) of your testing, but you will also respond to any questions or specific requests that are made by your client (WST Consulting, Inc.) if there are any. Remember, you are trying to keep your clients happy, so keep the tone of your letter positive and cordial, and be sure your writing is professional and error-free (both grammar and punctuation). Your group may form a company and you will be the project manager for this project in your report.

A technical lab report may vary depending upon the nature of the testing that was performed, but will typically include (in this order):

### Front Matter:

- Cover letter (separate from report, paper clip to report): this will be the very first page in your submission. Please do not put a separate cover page on top of the cover letter.

### Laboratory Report (enclosure #1: stapled as a separate document):

- Cover page (Include: name of the report, your company name, client's company name, your name, date, etc.)
- Table of contents
- Brief introduction: including main objective of testing and overview of the testing performed
- Test Methods
- Results
- Discussion of results
- Conclusions
- Appendix

Sequentially number all figures and tables in the report (e.g. Figure 1, or Table 1). Use separate numbering sequences for tables and figures.

**Grading criteria:**

Category	Criteria	Max. Points
Cover letter	Main points “up-front”; well-written; professional cordial tone; appealing page layout	30
Lab Descriptions	Brief and concise; well-written; ASTM/AASHTO references	10
Presentation of Results	Results reported properly; organized logical layout; emphasize key findings; good scales/layout	25
Analysis of Results	Accuracy of interpretation; clear, well-written conclusions and recommendations	20
Overall Appearance	Must be typed; page layout; cover sheet; table of contents; appendix (data sheet, etc.)	15
	Total	100

Attached please see an example of cover sheet.