

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 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)