Things to note from the example report:

1) As is the case for most scientific reports it is written in 3rd person passive voice. This makes the experiment (as opposed to the experimenter) the subject of sentences. E.g. rather than "I place the voltmeter across nodes A and B" one says "The voltmeter was place across nodes A and B". The idea behind this stems from the desired reproducibility of scientific results which would imply that anyone who did what was done would get the reported result (not just you).

2) Everything that was done in the past is referred to in the past tense (your report is a record of what was done and what was observed (it is not a cookbook telling a reader how to proceed).

3) While the lab manual was certainly used as a guide in writing the report, it is not referenced as motivation in the report or with the expectation that a reader of your report is familiar with the lab manual. Your reports should stand on their own.

4) Every figure and table in the report is referred to in the text (by its convenient figure or table number) and is there to provide the reader with specific information in a more convenient form.

5) All values reported need to also give their associated units.

6) Plots need to have their axes labeled along with the corresponding units for the axis values. These should be made large enough to be readable.

7) Try not to give more significant figures to your reported numerical values than your measuring tools would permit.

8) Do not plagiarize material from anywhere! These reports are meant to help you learn the material and to give you experience in technical writing. The only way to do that is to put what you did, and its significance, in your own words.

9) A common pitfall in the writing of these reports is to try to emulate the tone in the Lab Manual by trying to teach the material, as if writing for a student not previously exposed to it. This is understandable; after all, this is to what you have been exposed. Here are the problems with this:

- To teach the material effectively and concisely (in only 8 pages) is not possible. You do not have the room in these reports to give the material the exposition it needs.
- These reports are meant to give you experience in writing technical reports to your future employers and colleagues. If you take a teaching tone there, they will think, that you think, that they are ignorant (at best) or idiots (at worst). That is not likely to win you advancement or friends.

Do not write your reports as if trying to teach the material. Write what you did as if reporting to knowledgeable colleagues, unfamiliar with the specific labs, but versed at least as well as you in their understanding of the underlying material.