

Graded reports are property  
of Ohio University Chemical  
Engineering Department

**OHIO UNIVERSITY**

**CHEMICAL ENGINEERING  
LABORATORY ChE 418 REPORT**

Name \_\_\_\_\_ Section \_\_\_\_\_

Experiment Title \_\_\_\_\_  
\_\_\_\_\_

Experiment No. \_\_\_\_\_ Date Performed \_\_\_\_\_

Type of Report \_\_\_\_\_ Date \_\_\_\_\_  
Memo Report or Letter Report

Instructor Dr. T. Gu Partners \_\_\_\_\_

**Below this line not to be filled in by the student**

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DATE RECEIVED      RETURN FOR CORRECTION      LATE PENALTY

\_\_\_\_\_  
\_\_\_\_\_

Report Accepted by \_\_\_\_\_ Grade English \_\_\_\_\_  
Technical Content \_\_\_\_\_

**ChE 418 - Materials Laboratory**  
Memo Report Grade-Sheet

**Please attach this sheet right after the front cover in your memo report.**

Section	Scores
Introduction + Procedure (10+10=20)	
Presentation of Results (20)	
Discussion of Results/Error Analysis (25)	
Summary (25)	
Appendices + Appearance (7+3=10)	
Total (100) (Late Penalty =     )	

(\*\*\*)**This sheet is not needed for prelab or letter report** (\*\*\*)

- Yes, I have read the syllabus carefully.
- I did not copy an entire sentence from the EXPERIMENTAL MANUAL without quotes
- I did not paraphrase the sentences in the EXPERIMENTAL MANUAL excessively
- I discussed the background information and importance in INTRODUCTION.
- My EXPERIMENTAL PROCEDURE is detailed and quantitative.
- My DISCUSSION is quantitative. I discussed sources of error.
- I included a REFERENCE LIST. (Skip if you did not cite any references.)
- I attached a detailed sample calculation in APPENDIX. (Skip if not needed.)
- I spell-checked my report.
- Data points (not just curves) were shown in my figures.
- I proof-read my report.
- I checked all the data sheets, tables and figures and found no missing units or hardness scales.*
- My report has page numbers.
- My sections have titles such as Introduction, etc.
- All of my tables are numbered and have captions on top.
- All of my figures are numbered and have captions at bottom.
- I did not attach raw data sheets in the PRESENTATION OF RESULTS section.
- I attached raw data sheets (with handwritten data) as an appendix. (Copies are acceptable.)

Reminder: The prelab for the next experiment is due at the same time of this report. Your prelab must contain objectives and procedures. If you only answer to prelab questions, your prelab is 40% complete. Check syllabus for detailed requirements.