Laboratory or Test Report

Laboratory or test reports are created to report the results of tests and experiments. Reports are a routine part of laboratory environments but can also be done as a result of marketing research.

1. **Characteristics:**
   A. Accuracy is a key characteristic of reporting test results. In order to maintain that accuracy, you should always keep explicit notes that will provide you with dates, times, methods, results, and any other information that will assist you in recording your findings.
   B. State your findings objectively and quantitatively.
   C. Provide visuals for clarity. Create graphs, tables, or illustrations in order to simplify information for your reader.
   D. Passive voice is often used in test results, but passive voice is not a requirement.
   E. For in-company reports, use either an e-mail or memo, and for out-of-company reports, send a letter.

2. **Format:**
   A. The subject line will identify the test you have performed and the date.
   B. The introductory paragraph will contain the statement of purpose. In this paragraph, you will explain the test in terms of the purpose, the scope, the methods, and results. This is especially significant if you are providing marketing information.
   C. Your next paragraph should contain the data. You may provide tables, charts, or graphs.
   D. The interpretation of your findings should follow the data. This paragraph should be constructed as a narrative. In addition to your findings and results, you may include any conclusions that may be made according to your findings and offer any recommendations.
   E. In your conclusion, end your report with goodwill and express gratitude.

Note: If the test is a part of a significant study, you may want to provide a brief informal report as a completion or progress report but include more detailed information in a more formal report at a later date. In the event that you send two separate reports, maintain consistency and remind your audience that a more formal report is forthcoming.