**METHODS/PROCEDURE:**

• Write what you did as a paragraph not a bulleted/numbered list  
• Write in past tense passive voice; DO NOT USE 1st person pronouns.

EXCEPTION:When comparing your groups data to the class average you can call it “our data”

*The filter paper on one side was moistened with water and the other left dry.*

*NOT: We put water on one side and we didn’t put it on the other.*

• Do not just copy the procedures from the lab manual or handout.

• Summarize the procedures; be sure to include critical steps.

• Give accurate and concise details about the apparatus and materials used, including   
 amounts and sequence, BUT DO NOT SAY First we did this, next we did this, then we did this…