

HOUSTON COMMUNITY COLLEGE SYLLABUS FOR CHEM 2425 – ORGANIC CHEMISTRY II Spring 2016 Class Number 92136

HOUSTON COMMUNITY COLLEGE

Discipline/Program	CHEMISTRY
Course Level	Second Year (Sophomore)
Course Title	Organic Chemistry II
Course Rubric and Number	CHEM 2425
Semester with Course	Spring 2016
Reference Number (CRN)	CRN 92136
Course Location/Times	Stafford Scarcella Center, 10141 Cash Road
	Monday Room S109 (lab) 5:30 – 8:30 PM
	Wednesday Room W121 (lecture) 5:30 – 8:30 PM
Course Semester Credit Hours	4 (3 lecture, 3 lab)
(SCH) (lecture, lab)	
Total Course Contact Hours	96
Course Length (number of	16
weeks)	
Type of Instruction	In-person
Instructor contact information	Dr. Steven E. Dessens
(phone number and email	Office Phone: 713-718-6710
address)	E-mail: steven.dessens@hccs.edu
	Learning Web: <u>http://learning.hccs.edu/faculty/steven.dessens</u>
Office Location and Hours	Room S107 Stafford Scarcella building, Friday 1:00-4:00 or by arrangement.
Course Description: ACGM or	Study of the properties and behavior of hydrocarbon compounds and their derivatives.
WECM	Designed for students in science or pre-professional programs.
Course Description: HCC	Continuation of CHEM 2423. Topics include aromaticity, benzene and EAS reactions,
Catalog Description	aldehydes, ketones, carboxylic acids and their derivatives, condensation reactions, amines,
	phenols, and infrared and NMR spectroscopy. Core Curriculum Course.
Course Prerequisite(s)	CHEM 2423, Must be placed into college-level reading and be placed into MATH 1314 (or higher) and be placed into college-level writing.
Academic Discipline Program	1. Demonstrate a basic mastery of chemistry by writing formulas and equations for chemical
Learning Outcomes	reactions, performing chemical calculations, and recognizing the application of chemistry
Learning Outcomes	in our daily lives.
	2. Demonstrate a mastery of introductory and intermediate level chemistry to promote
	success in higher level chemistry and other science programs at four-year universities.
	3. Demonstrate a mastery of General and Organic Chemistry in preparation for professional
	programs such as Medicine, Dentistry, and Pharmacy.
	4. Conduct laboratory experiments by making measurements, performing chemical
	reactions, and analyzing the results in a group or individual setting.
Course Student Learning	1. Compare and contrast the structures, properties, and reactions of aromatic
Outcomes (SLO)	compounds, carbonyl compounds (aldehydes, ketones, carboxylic acids, acyl halides,
	anhydrides, esters, amides), and amines.
	2. Design syntheses for organic compounds and write mechanisms for the reactions.
	3. Perform laboratory synthesis, purification, and characterization of organic compounds
	studied in the course.
Learning Objectives	1.1. Determine the aromaticity of aromatic hydrocarbons and benzene derivatives using
(Numbering system linked to	Hückel 4n + 2 Rule. Explain Electrophilic Aromatic Substitution (EAS) reactions of
SLO)	aromatic rings such as benzene and its derivatives.
	1.2. Identify conjugation in organic compounds and the reactions of conjugated dienes using Diels alder reaction.
	עאווא שובוא מועבו ובמנגוטוו.

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			nomenclature of alcohols and phenols and reactions based on acidity and y properties.
	1.4.	Review	nomenclature of ether, thiols, and sulfides and reactions based on acidity ge and Claisen rearrangement.
	1.5.	Explain	nomenclature, preparations, and nucleophilic addition reactions of ketones dehydes by the method of Grignard, Witting, and Wolff-Krishner reactions.
	1.6.	Explain	nomenclature, preparations, and properties of carboxylic acids and cives including alpha substitutions.
	1.7.	Explain	Aldol condensation, Claisen condensation reaction, and mixed Claisen
			nsations reactions and mechanisms. nomenclature of amines and their derivatives and reactions based on basicity
		proper	ties. Contrast the reactivity of arylamines and aliphatic amines.
		alkene: alkene: and ke	ts should be able write mechanisms of electrophilic addition reactions to s and conjugated dienes, EAS, conversion of alcohols to alkyl halides and s, cleavage reactions of ethers, nucleophilic addition reactions of aldehydes tones, reactions of carboxylic acid derivatives, carbonyl alpha substitution and nsation reactions, and reactions of amines with carbonyl compounds.
		spectra	nine the molecular structure of organic compounds using interpretation of al data such as GC-MS, IR, UV-VIS, and NMR (proton and carbon) or with actual nentation at campuses with analytical equipment.
		reactio reactio tertiary chemic	n laboratory synthesis and characterization of a the product of a Diels-Alder on, perform an EAS reaction such as nitration of methyl benzoate, perform ons of alcohols and identify an unknown alcohol as primary, secondary, or y, perform similar tests to identify an unknown aldehyde or ketone, perform cal tests on carboxylic acids and amines to study their properties and classify
		an unk	nown amine as primary, secondary, or tertiary.
SCANS and/or Core Curriculum Competencies	Critic	al Thin	king, Communication Skills, Empirical & Quantitative Reasoning, and Teamwork
Course Calendar			Weekly Schedule
	Jan	18	🐲 🛛 Holiday – Martin Luther King Day 🛸
			- Holiday Wartin Luther King Day
	Jan	20	Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR)
	1		
	1		Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR) Spectroscopy Conclude Chapter 13
	Jan	20	Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR) Spectroscopy Conclude Chapter 13 EXPERIMENT 1 – Infrared and Nuclear Magnetic Resonance Spectroscopy
	Jan Jan Jan	20 25 27	Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR) Spectroscopy Conclude Chapter 13 EXPERIMENT 1 – Infrared and Nuclear Magnetic Resonance Spectroscopy Chapter 14 – Conjugated Dienes and Ultraviolet Spectroscopy
	Jan Jan	20 25	Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR) Spectroscopy Conclude Chapter 13 EXPERIMENT 1 – Infrared and Nuclear Magnetic Resonance Spectroscopy
	Jan Jan Jan Feb	20 25 27 1	Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR) Spectroscopy Conclude Chapter 13 EXPERIMENT 1 – Infrared and Nuclear Magnetic Resonance Spectroscopy Chapter 14 – Conjugated Dienes and Ultraviolet Spectroscopy EXPERIMENT 2 – The Diels-Alder Reaction Begin Chapter 15 – Benzene and Aromaticity EXPERIMENT 3 – Nitration of Aromatic Compounds: Preparation of
	Jan Jan Jan Feb Feb	20 25 27 1 3	Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR) Spectroscopy Conclude Chapter 13 EXPERIMENT 1 – Infrared and Nuclear Magnetic Resonance Spectroscopy Chapter 14 – Conjugated Dienes and Ultraviolet Spectroscopy EXPERIMENT 2 – The Diels-Alder Reaction Begin Chapter 15 – Benzene and Aromaticity
	Jan Jan Jan Feb Feb	20 25 27 1 3 8	Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR) Spectroscopy Conclude Chapter 13 EXPERIMENT 1 – Infrared and Nuclear Magnetic Resonance Spectroscopy Chapter 14 – Conjugated Dienes and Ultraviolet Spectroscopy Chapter 14 – Conjugated Dienes and Ultraviolet Spectroscopy EXPERIMENT 2 – The Diels-Alder Reaction Begin Chapter 15 – Benzene and Aromaticity EXPERIMENT 3 – Nitration of Aromatic Compounds: Preparation of Methyl <i>m</i> -Mitrobenzoate Conclude Chapter 15, Begin Chapter 16 – Chemistry of Benzene: Electrophilic

	Lob 2	Design Chapter 17 Alcohols and Dhopols
	Feb 22 Feb 24	C
	Feb 2	9 EXPERIMENT 4 – Properties of Alcohols
	Mar 2	Conclude Chapter 17
	Mar 7	EXPERIMENT 5 – Dehydration of Alcohols: Dehydration of Cyclohexanol
	Mar 9	Chapter 18 – Ethers and Epoxides; Thiols and Sulfides
	Mar 14	1 0
	Mar 1	6 🖉 Spring Break – No Classes 🤏
	Mar 2	1 Begin Chapter 19 – Aldehydes and Ketones: Nucleophilic Addition Reactions
	Mar 2	Conclude Chapter 19, Chapter 20 – Carboxylic Acids and Nitriles
	Mar 2	8 EXPERIMENT 6 – Identification of Aldehydes and Ketones
	Mar 3	
	Apr 4	Begin Chapter 21 – Carboxylic Acid Derivatives and Nucleophilic Acyl
	A E	Substitution Reactions
	Apr 5 Apr 6	
	Api 0	
	Apr 1	1 EXPERIMENT 8 – Carboxylic Acids: Reactions and Derivatives
	Apr 1	3 Chapter 22 – Carbonyl Alpha-Substitution Reactions
	Apr 1	8 Chapter 23 – Carbonyl Condensation Reactions
	Apr 20	
	Apr 2	EVERDIMENT 7 - Aldel Condensation: Synthesis of Dihenzalasatone
	Apr 2 Apr 2	-
	May 2	•
	May 4	Review for Final
	<u>May 9</u>	FINAL EXAM – Chapters 12–24, 5:30 – 7:30 PM
	May 1	1 Finals Week, No Class
Instructional Methods	Standar	d class lectures using the whiteboard with occasional use of PowerPoints.
Student Assignments	problem	of laboratory reports, special assignments are not given. I will recommend practice s but these are not graded. Practice problems, such as those at the end of the s, are highly beneficial to learning chemistry. The McMurry organic textbook has "in
	-	oblems within the chapters with answers provided at the end of the textbook.
		to the end of chapter problems are in the study guide. Practice problems can also don my Learning Web site. It is helpful to have a spiral leaf notebook just for
		chemistry problems. That will keep your work more organized and you (or I) can
	-	sily review your work.
Student Assessment(s)	The over	rall score is based on the following:
	• Thr	ee regular exams 60% (Final exam grade replaces lowest exam grade if better.)
		oratory 20% al Exam 20%
		Score = 0.60(Average of three regular exams) + 0.20(Laboratory grade) +
	0.20(Fin	

Instructor's Requirements	Laboratory Policy
	Lab safety will be reviewed before the first lab. Each student will then sign a statement
	affirming his or her commitment to following safe procedures in the laboratory, and turn the
	form in to the instructor. Be especially aware of the need for adequate eye protection and
	<i>proper dress</i> in the laboratory.
	• Safety glasses or goggles must be worn at all times during the laboratory period.
	 No food or drinks are allowed in the lab.
	 Open-toed shoes and/or shorts should not be worn in the lab.
	• Admission to the lab may be denied for violation of any of these rules.
	Normally, experiments will be performed in groups of two to three students. You should arrive at the lab <i>on time</i> with your lab handout. After you have finished the experiment, show me your results for me to examine briefly, and I will initial (" $S.D$.") your lab report before you leave. Laboratory reports are due on the next lab day.
	Each report must be done <u>individually</u> ; "group reports" and lab reports from different individuals with identical wording are <u>not</u> acceptable! See the accompanying handout which outlines the format of the lab report . Each report will be graded on a 20 point basis. You should come to lab <u>prepared</u> . Read through the experiment and answer the pre-lab questions beforehand. Keep a bound laboratory notebook (clothbound is standard; spiral is acceptable). This is for you to record your "on the spot" observations, changes to procedure, etc., and general data. The actual report is done separately. Makeup policy for missed labs: None!
	Exams and Make-up Policy
	Examinations will consist of three non-cumulative regular exams plus a comprehensive final. Make-up exams will not normally be given, so make every effort to take the exams on their scheduled dates. In the event that you <i>must</i> miss a regular exam, I will count the grade made on the final exam as the grade for the missed exam (for one missed exam only), and calculate the final course grade accordingly. If you do not miss any of the regular exams, I will replace
	your lowest exam score with your final exam score if the final exam grade is higher. This is
	intended to provide you a "second chance" if you do not do well on a particular exam.
	Remember that the final exam will be <i>comprehensive</i> (meaning that it will cover all of the
	material from the whole semester, not just the last part). Please note that all students are
	required to take the final (no student can be exempted).
Program/Discipline Requirements	At the program level, the Chemistry Discipline strives to accomplish the Program Learning Outcomes, Student Learning Outcomes, and Learning Objectives as described above. We desire that you receive a challenging and rewarding experience in your chemistry classes at HCC which will prepare you well for future chemistry and related science courses that you may take in the future.
HCC Grading Scale	A = 100 - 90; B = 89 - 80:
	C = 79 - 70: 2 points per semester hour D = 69 - 60: 1 point per semester hour 59 and below = F 0 points per semester hour IP (In Progress) 0 points per semester hour W(Withdrawn) 0 points per semester hour I (Incomplete) 0 points per semester hour AUD (Audit) 0 points per semester hour IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.
Instructor Grading Criteria	See the above descriptions of the lab, exams, and final. The course grade is based on these four criteria according to the Assessment section above.

Instructional Materials	Textbook
	Organic Chemistry, 9th Edition, by John E. McMurryCengage Learning 2015Custom HCC Softcover 9th Edition, Volume II, Chapters 12-24ISBN-13: 978-1-305-76519-1
	Laboratory Manual Provided as handouts at http://swc2.hccs.edu/pahlavan.
	Optional Study Guide and Solutions Manual
	Study Guide with Student Solutions Manual, by John E. McMurry Cengage Learning 2015 Custom HCC Softcover 9 th Edition, Volume II, Chapters 12-24 ISBN-13: 978-1-13306-729-0
HCC Policy Statement: ADA	Access Student Services and other information at: http://www.hccs.edu/district/students/
Academic Honesty Student attendance 3-peaters Withdrawal deadline	Disability Support Services (DSS) "Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office." If you have any special needs or disabilities which may affect your ability to succeed in college classes or participate in any college programs or activities, please contact the DSS office for assistance. At Southwest College, contact Dr. Becky Hauri, 713-718-7909. More information is posted at the Southwest College Counseling webpage at http://learning.hccs.edu/programs/counseling/southwest.
	Academic Honesty "Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Disciplinary proceedings may be initiated by the college system against a student accused of scholastic dishonesty. Penalties can include a grade of "0" or "F" on the particular
	assignment, failure in the course, academic probation, or even dismissal from the college. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Use of <u>cell phones</u> during exams will result in a <u>zero</u> on the exam!
	Attendance PolicyThe HCCS attendance policy is stated as follows: "Students are expected to attend classes regularlyStudents are responsible for materials covered during their absences, and it is the student'sresponsibility to consult with instructors for make-up assignments. Class attendance is checkeddaily by instructors. Although it is the responsibility of the student to drop a course for non-attendance, the instructor has full authority to drop a student for excessive absences. A studentmay be dropped from a course for excessive absences after the student has accumulated absencesin excess of 12.5% of the hours of instruction (including lecture and laboratory time)."If circumstances significantly prevent you from attending classes, please inform me. I realize that
	sometimes outside circumstances can interfere with school, and I will try to be as accommodating

	Delin: Deserving Multiple Deposts of a Course
	Policy Regarding Multiple Repeats of a Course "NOTICE: Students who repeat a course three or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available."
	Last Day for Administrative and Student Withdrawals For 16-week Spring 2016 classes, this date is <u>April 5</u> . I urge any student who is contemplating withdrawing from the class to see me first! You may be doing better than you think. Either way, I want to be accessible and supportive. I do not believe in "weed out" classes, and I consider you to be much more than just a name or number! Note my office hours above; if you need assistance, I'm here to help.
	 ✓ Policy Regarding Withdrawals Students desiring to withdraw from a class must do so by the above withdrawal date by filling out a withdrawal form at the registrar's office. After this date, instructors can no longer enter a grade of "W" for the course for any reason.
Distance Education and/or	Access DE Policies on their Web site:
Continuing Education Policies	http://de.hccs.edu/student-services/
	Access CE information on their Web site: http://www.hccs.edu/continuing-education/
Test Bank	Extra practice problems by chapter, sample exams, and sample finals may be found at the following web sites: <u>http://learning.hccs.edu/faculty/steven.dessens</u> <u>http://swc2.hccs.edu/pahlavan</u> <u>McMurry Companion Website</u> (6 th Edition)
Scoring Rubrics	Regular exams and the final will consist of multiple-choice and show-work questions. These are graded in the standard manner. The regular exams will include extra questions for extra credit, for a total possible score of about 105 to 110 points.
	The lab reports are graded on the basis of completeness, neatness, and the correctness of the calculations tied to the experimental result. The pre- and post-lab questions are also checked. Each report is graded on a 20 point basis.
Sample Assignments	N/A
Sample Instructional Methods/Activities	See the PowerPoints at my Learning Web site for an overview of the content of each chapter: <u>http://learning.hccs.edu/faculty/steven.dessens</u>

Important Dates

January 18	Monday	Last Day for Drop/Add/Swap (online; in-person ends Jan 15)
January 18	Monday	Martin Luther King Day – No Classes
January 19	Tuesday	Classes Begin
February 15	Monday	President's Day Holiday – No Classes
March 14-20	Mon-Sun	Spring Break – No Classes
March 25	Friday	Spring Holiday – No Classes
April 5	Tuesday	Last Day for Administrative/ Student Withdrawals with a grade of "W"
		After the withdrawal date no W can be given,
		you <u>must</u> receive a regular grade (A-F) in the course.
May 8	Sunday	Instruction Ends
May 9	Monday	Final Exam (No deviation from the printed schedule is permitted.)
May 16	Monday	Grades Available to Students

Other Information

Free chemistry tutoring is available. A tutoring schedule will be posted in the classroom and lab and will also be placed on my web site at http://learning.hccs.edu/faculty/steven.dessens/chemistry resources/tutoring-schedules.

WAskOnline In addition to "face to face" tutoring, HCC also offers <u>online</u> tutoring from AskOnline. It is also free and is available for chemistry and many other subjects. The login page is at <u>http://www.hccs.askonline.net</u>.

There are also many interesting chemistry resources on the Internet which can be found by using keyword searches. But your best immediate source of information is your *textbook* - make thorough use of it!

The publisher of the McMurry 6^{th} Edition textbook has a useful online companion site with chapter practice quizzes <u>here</u>. The 7th Edition companion site is <u>here</u> but now requires a paid account in order to access it.

If you purchase a new textbook from an HCC bookstore, it will contain an OWL (Online Web Learning) passcode from Cengage, the publisher of your textbook.

- OWL Version 2 home page: <u>http://www.cengage.com/owlv2/</u>
- OWL login page: On my Learning Web home page or at the above link.

Evaluation for Greater Learning Student Survey System (EGLS₃)

"At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term." <u>http://www.hccs.edu/EGLS3</u>

Office of Institutional Equity Statement

"Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to <u>www.edurisksolutions.org</u>. Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number."

New Meningitis Vaccination Requirement

Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. The immunization must be administered at least 10 calendar days before the start date of your classes and must have been received within the last five years.

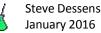
http://www.hccs.edu/continuing-education/students/apply/meningitis/

Additional Comments...

Mastering organic chemistry takes time! In my experience, the number one hindrance to doing well is lack of adequate and quality time to study outside of the classroom. Of course, you must also have a reasonable grasp of the principles you learned in General Chemistry. Remember the old adage, "For every hour of classroom time you should allow for two hours of study time at home," for it is true. A heavy class and/or work load does not leave much quality study time! By "quality" time I mean periods in which you can study undisturbed, when you are still wide-awake and alert. Pace yourself - overloading yourself trying to meet an application deadline is a recipe for disaster! Always feel free to ask me anything about the material, no matter how trivial the question may seem. Trying (!) to answer those "simple" questions often leads to a much greater understanding (or to at least a greater appreciation!) of the subject.

Take care of the little things, and the big things will take care of themselves. -- C. Sense If you can't simplify it, you don't know what the !\$#* you're talking about!! -- A. Einstein (so I was told)

Organic chemistry is a vast field. Practically all of the substances we take for granted around us (and in us!), are composed of compounds of carbon. We continue our exploration of this very large subject in this class. I look forward to working with you this semester!



Format of Laboratory Report

Your laboratory report should be divided into the following sections:

١. Introduction

A brief statement of the purpose of the experiment. This is also a good place to show relevant structures and chemical equations.

П. **Experimental Procedure**

A statement of the experimental procedure. Be particular about reporting the amounts of materials used and any modifications made to the original procedure.

III. **Results and Discussion**

This section is the most important. Include observations such as appearance of the reaction, color of product, etc. If the experiment was a preparative one, you should also report your percent yield:

> actual yield (in grams) × 100% = percent yield theoretical yield (in grams)

Show all of your calculations! Graphs should be done on graph paper.

Note: The lab handouts contain a "Data Report Sheet" for each experiment. You should record your results here and include this sheet with your report. The discussion part comes from you! Were your results what you expected? If, not, can you suggest reasons why not? If you took a melting point of a compound you synthesized, what is the true, or "literature" melting point? How well does your melting point compare? What does your melting point indicate about the purity of your compound? Assume that your reader is not entirely familiar with the experiment, so you need to explain clearly.

IV. Conclusions

The Conclusion section consists of your overall evaluation of your results. This is a good place to mention any modifications to the procedure which you feel would improve the outcome of the experiment.

v. **Answers to Exercises**

Exercises appear at the end of each experiment in the laboratory handouts. They consist of "pre-lab" questions, which should be done before the laboratory period, and "post-lab" questions to be answered after the experiment.

You should write your report in ink, or type it, using one side of the paper only. If you write your report by hand (which is perfectly OK as long as it is neat and legible), use lined paper (not torn out of a spiral notebook!). Always use complete sentences. Try your best to avoid spelling and grammatical errors. Write your report in impersonal form. The words "I" or "we" should **not** appear in your report. The following examples show some incorrect phrases and how they can be revised to avoid the personal form:

☺ INCORRECT:☺ CORRECT:	I added 10 g of NaCl to Ten grams of NaCl were added to
	You told me that The instructor indicated that
INCORRECT:CORRECT:	We determined that It was determined that

This style of writing may seem awkward sometimes, but this is the proper form for writing reports. You will find it used extensively in articles and research papers in the scientific literature.