Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Hour #: \_\_\_\_\_\_\_\_\_\_\_

**Instructions: After reading Chapter #4 – Step-By-Step Instructions for Preparing a Laboratory Report from *A Student Handbook for Writing in Biology* by Karin Kinsley, answer the following questions based on this reading.**

Question #1: **Why is it important to plan out your time when writing a laboratory report or scientific paper?**

Question #2: **Why is the correct format important in a scientific paper? What are 5 examples of proper formatting that should be used?**

Question #3: **Why is your audience important to consider when writing? How would your tone change from writing for your peers to writing for your instructor?**

Question #4: **What are some practices to avoid when writing a laboratory report? Why should they be avoided?**

Question #5: **What are 4 tasks you should complete when writing the results?**

Question #6: **When is a visual needed? When is it not needed?**

Question #7: **If the trend in the data should be emphasized, which type of visual should be used?**

Question #8: **Why is it important to write a clear, specific abstract?**