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Introduction

Writing research reports can prove to be an enjoyable experience for your children. *How to Write a Simple Report* takes children through the basic steps necessary to bring a topic through all the 'work-in-progress' stages—from researching through to the final presentation. In the end, your children are sure to think that report writing is fun and exciting.

This book is divided into the following sections:

Getting Started

Your students will learn what a research report is and have the opportunity to see the report-writing process modelled by writing a class report. They will select and narrow a topic and ask the important questions: Who? What? When? Where? Why? and How?

Using the Library

Children will explore the library, and learn to use the Dewey Decimal System, computerised library search programs, encyclopedias, and computer and CD-ROM resources.

Writing Basics

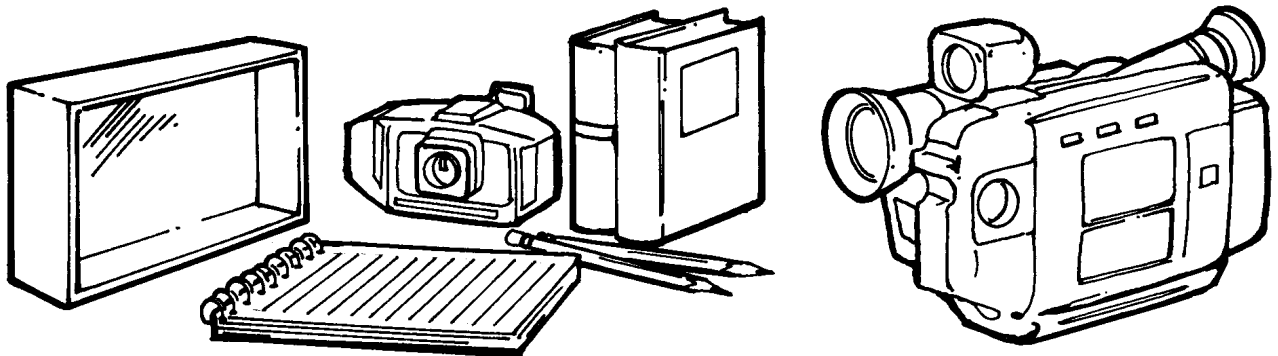
In this section, your children will practise the basics needed to write a quality report. They will have the opportunity to practise writing facts in their own words, write note cards, identify and write complete sentences, use correct capitalisation and punctuation, and more.

Writing the Report

Your children will put their reports together by creating categories, sequencing facts, writing introductory and concluding paragraphs, adding the title page and bibliography, and editing.

Report Pizzazz

Students will learn to creatively enhance a report with auditory, visual, and tactile products that will clarify and add sparkle to their presentations.





What is a Report?

A report presents information that you have learned about a topic. You can use books, encyclopedias, CD-ROM programs, and even Internet resources. After collecting interesting information, write about the things you have learned.

Choosing a topic is where you begin. Select a topic that interests you. Read the topics in the box below to help you or choose a topic of your own.

dogs	trains	pollution	lions
cars	rabbits	elephants	butterflies
cats	bats	weather	whales
aeroplanes	recycling	bears	silkworms
mice	penguins	ants	soccer

On the lines below, write three topics that interest you.

Favourite Topics

1. _____

2. _____

3. _____

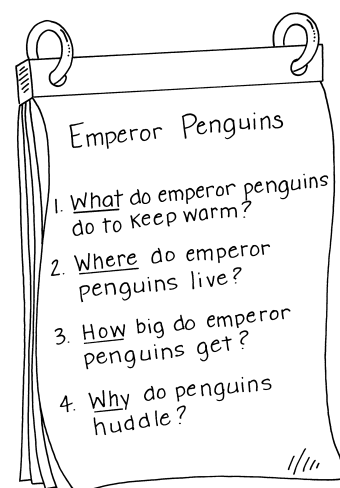


Write a Class Report

Your children will understand the report-writing process much better if it can be modelled while writing a group report. While each step of this process is explained in detail in the pages of this book, here is an overview of the steps that you and your children can participate in together. The class report should last for the duration of your report-writing unit. Before asking the children to complete a new task, model that task as a group with the class report. Your children will experience greater success with their own reports when they are able to see the class report come together.

Developing the Topic

Begin by deciding on a topic as a group. Then ask the children to get specific and think about how they can narrow the topic to make it easier to research. For example, rather than researching penguins, narrow the topic to emperor penguins. Next, ask the children what things they would like to learn about the topic. List their questions on chart paper. Encourage them to use the five Ws in creating their questions. Incorporate skill practice with pages 8–10 as the children work on their individual reports.



Using the Library

Model the use of the card catalogue or computer catalogue for your students. Search for several nonfiction books, record the call numbers, and then find them on the library shelves. Demonstrate how to locate additional information in encyclopedias, on CD-ROM encyclopedias, and on the Internet. Display the books and articles on a table in your classroom. Incorporate skill practice with pages 11–17 as the children work on their individual reports.

Gathering Facts and Taking Notes

Each day, read a few pages of factual information about the chosen topic to your children. Invite them to raise their hands when they hear interesting facts. Ask the children to say the facts in their own words and then write the facts on giant note cards made from A3 sheets of construction paper. Incorporate skill practice with pages 18 and 19 as children work on their individual reports.



Let's Get Specific!

Your next step is to narrow your topic. When you narrow your topic, you choose a smaller subject to write about.

Here are some examples.

Topic	Narrowed Topic
dogs	<u>beagles</u>
desert	<u>saguaro cactus</u>
bats	<u>fruit bats</u>

Now it's your turn. Read each topic below. Then write a narrowed topic on the line beside it.

Topic	Narrowed Topic
ocean animals	_____
birds	_____
insects	_____
sports	_____

Write your topic below. Think about how you want to narrow your topic and write it on the line.

My Topic	My Narrowed Topic
_____	_____



The Five Ws

Before you begin your research, think about some questions that you would like to answer. It is helpful to use the five Ws (*who*, *what*, *where*, *when*, and *why*).

Use each word below to begin a question about your topic.

Who _____

What _____

Where _____

When _____

Why _____

Write one more question using the word *how*.

How _____
