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Preface

Writing a report may not seem like a lot of fun. However, knowing how to write a good report is an essential part of learning. It offers a way to organise and summarise research findings, to continue to learn while you summarise, and to communicate what you have learnt to others. Is there any way to make report-writing fun?

There are lots of ways! You can have students create an Anti-Colouring Book Report, where research findings are related to a drawing that includes just enough detail to stimulate the imagination to do more. An Artifact Show-and-Tell Report connects oral communication and exploration with physical objects that have interest and meaning. Students can create a series of letters or postcards for a Letter or Postcard Report, putting a personal touch on research. A Notebook Field Report allows the student to collect many different types of information and record them in many different ways while enjoying real-life experiences. And how could a Comic Strip Report not be fun?

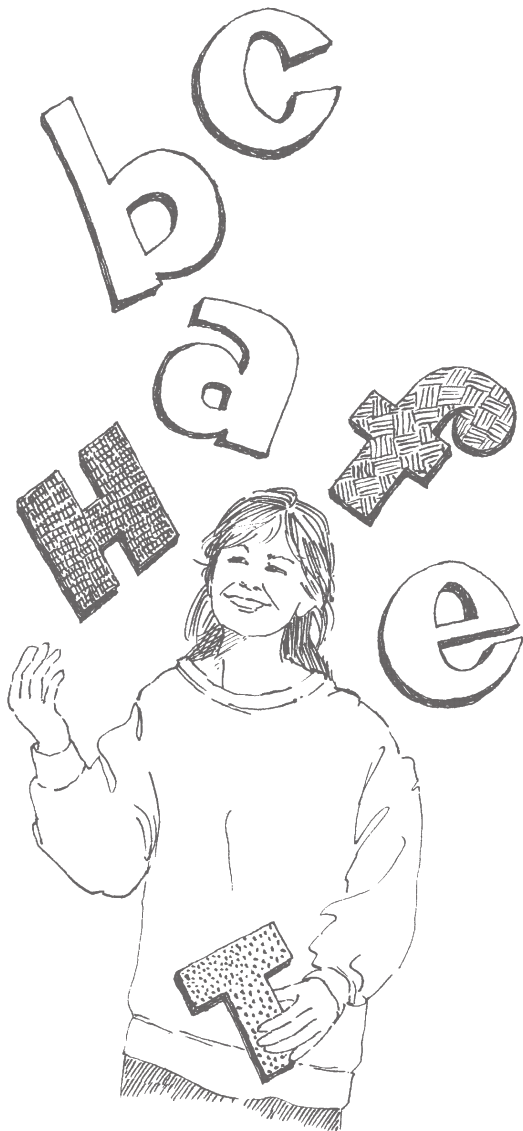
Innovative report formats can reinforce learning while maintaining a high level of interest in both the creator of the report and the reader of the report. When visual or oral presentation is a part of a report, a little planning can lead to a dynamic, informative presentation.

Each report format section begins with an information/instruction page for the teacher. This page defines the report format, tells its purpose, and gives an overview of how the report is created. One or two student pages for each format are usually planning outlines or forms that are invaluable for planning and creating the report.

Finally, each report format has an Assessment Rubric, a self-evaluating page with imaginative rating scales that the student can use to rate the quality of the different report elements. It is at this point that the student reflects on the relevance, organisation, grammar, interest, and creativity used and displayed in his or her report. At the bottom of the page are spaces for comments by the student and by the teacher.

There need be no sacrifice of content, research skills, or creative thinking and writing skills when a student is asked to prepare an enjoyable report. Students love to make these reports—and you will love to read them!

The ABC Report



One way to organise information for a report is to use the alphabet as a springboard for writing a set of facts related to the topic. An ABC report contains 26 short statements or paragraphs about facts that have a common theme. The report should be given a title that gives the reader a clue to what the report is about. Then follows a series of substantive sentences arranged in alphabetical order.

After determining a subject for the report, the student should begin researching, collecting, and recording relevant information on notecards, one fact per notecard. The facts should be written or rephrased so that a key word in the fact begins with one of the letters of the alphabet. When arranging words alphabetically this way, there may be a few letters that are difficult to use (such as X, Y, Z). If the student can't think of a word that begins with a 'difficult' letter, the letter can be used by phrasing a sentence creatively. For example:

Q is for **Q**uick ideas about . . .

X is for e**X**amples of . . .

U is for **U**nderstanding . . .

W is for **W**ays to . . .

Z is for the **Z**est (the main character) showed when . . .

Assessment Rubric

1. Quality of Report Format I wrote an important and relevant fact or idea for each letter of the alphabet.	YES	NO	SOMEWHAT
2. Quality of Information My 26 informational items seem to flow in a logical sequence.	YES	NO	SOMEWHAT
3. Grammar The report is written with no grammar or spelling errors.	YES	NO	SOMEWHAT
4. Interest The report is interesting to read.	YES	NO	SOMEWHAT
5. Graphics/Creativity I included sufficient graphics to make my report colourful.	YES	NO	SOMEWHAT

Comments by Student: _____

Comments by Teacher: _____

