

## Research Report

Follow the steps below to complete your research report.

\_\_\_\_\_ 1. My topic is: \_\_\_\_\_

\_\_\_\_\_ 2. Introductory Paragraph - Write a paragraph about your topic.  
Describe what you already know about your topic and what you would like to learn about it.

\_\_\_\_\_ 3. Find information about your topic. You must have at least three different sources for your information. Possible Sources: Books, Magazines, Encyclopedias, Internet, Videos, Other...

Where I found my information:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

\_\_\_\_\_ 4. Read through the information on your topic. Write down the important information about your topic. Take notes on:  
A. Who are the important people in your topic?  
B. What is important about your topic?  
C. Where are the important places involved in your topic?  
D. When did important events take place?  
E. Why are the facts about your topic important?

\_\_\_\_\_ 5. "I-Search" - Before writing your report, write a paragraph describing your experience researching your topic.

Here's how:

Write a paragraph telling me where you found your information, and what information you found to be the most interesting.

\_\_\_\_\_ 6. Organize your information:

A. Read your information and decide:

"What are the MAIN IDEAS I've discovered?" These are your paragraphs.

B. Write each main idea at the top of a sheet of paper.

Below each main idea write all the facts related to it.

\_\_\_\_\_ 7. Write your paragraphs (First Draft). Skip lines. Use show-not-tell and writing tricks.

\_\_\_\_\_ 8. Exchange your first draft (include the introductory paragraph and "I-Search") with another student and edit each other's work. Use the editing process you learned in class.

\_\_\_\_\_ 9. Make any changes needed to improve your report.

\_\_\_\_\_ 10. Type your final copy on a word processor. Your final copy must include three (3) pictures relevant to your topic. You may draw the pictures or use photographs.

\_\_\_\_\_ 11. Prepare your report for grading:

A. Cover - Your name, title of report, and color illustrations your topic.

B. Attach your pre-writing to the inside cover of your report.

C. Your final copies should be arranged in this order: Introductory Paragraph, "I-Search", My Report Handouts, the final draft of your report, and a list of the resources used.