

Report due Friday, February 3rd**The Assignment**

In preparation for the Science Fair, you will research a science topic of your choice, take notes, write an outline, write a first draft, revise and proofread your draft, write a bibliography, and publish a final draft. You must turn in all parts of this assignment to earn full credit. The information in this packet is designed to help you complete this report at home. You may come to me with questions at any time.

Steps for Writing a Good Research Report

1. Choose your topic.
2. Decide the main ideas that you want to write about.
3. Read and take notes about your main ideas from books, magazine articles, encyclopedias, and the Internet.
4. Organize your information by writing an outline.
5. Write the first draft of your report from the outline.
6. Make revising changes to your report.
7. Make proofreading changes to your report.
8. Make a bibliography of all the sources you used in your report.
9. Publish your report.

What is a research report?

A research report gives facts about a topic. Research reports use paragraphs to tell about the topic. The first sentence of each paragraph is called the *topic sentence* and tells one main idea. The other sentences in the paragraph are details that tell about the main idea in the topic sentence.

Sources & Taking Notes

You will need at least 3 sources for your research report. At least one source should be a nonfiction book about your topic. Be sure to record all the information you know about the sources you use. A source sheet is attached to this packet for this purpose. After you write your report, you will use this information to write a *bibliography*. A bibliography is a list of the sources of information used in the writing part of the report. If you research on the Internet, make sure you use a reliable source. Ask an adult before going on the Internet.

You need to include at least 4 main ideas in your report. Write each main idea on the top of a note card (or piece of paper if you prefer). As you read, look for supporting details about each main idea and record the information. If you run out of room, start a new note card. When you finish you will have several note cards of information about each main idea. Write down only enough words to remember the information. Do not copy sentences from the reading. It's a good idea to include the book title and page number on each card as a reference.

Writing an outline

You will want to organize your research in an outline before you begin to write. Each main idea will become a main point of your outline and should be identified by a Roman numeral. As you read your note cards, choose only the most interesting information to include in your outline. You might not use all of the details on your note cards. Supporting details should be identified by a capital letter. Here's an example of the outline form.

*Remember that your essay needs to include at least 4 main ideas.

- I. Main Idea 1
 - A. Supporting detail/related interesting fact
 - B. Supporting detail/related interesting fact
 - C. Supporting detail/related interesting fact

- II. Main Idea 2
 - A. Supporting detail/related interesting fact
 - B. Supporting detail/related interesting fact
 - C. Supporting detail/related interesting fact

Writing the First Draft

You may write or type your first draft (if you type, be sure you are able to print for the revising stage). Remember to skip lines to leave room for changes during the revising and proofreading stages later. Your first paragraph is an introduction telling me why you chose your topic and what you hoped to learn. Then use your outline to guide the body of your essay. Finally, your last paragraph should sum up your report. At minimum your report should be 6 paragraphs (1st and 6th may be short paragraphs).

Revising & Proofreading your Report.

It's always a good idea to meet with someone to revise your essay. Use the following checklist as a guide to improve your writing. When you hand in your report I will look for the changes you made to your first draft.

Revising Checklist

- ⇒ Each paragraph is about one main idea.
- ⇒ All of the sentences in each paragraph tell about its main idea.
- ⇒ I used exact words.
- ⇒ All of my sentences tell facts.
- ⇒ I included enough details.
- ⇒ I combined sentences to add more variety.
- ⇒ I have a title.

After you revise your report, you're ready to proofread. Read your report several times to check for each item on the list. Use proofreading marks to mark your mistakes. When you are finished, you will be ready to write the final draft.

Proofreading Checklist

- ⇒ I indented each paragraph.
- ⇒ I used complete sentences.
- ⇒ I put a capital letter at the beginning of each sentence.
- ⇒ I put a punctuation at the end of each sentence
- ⇒ I used capital letters correctly within the sentences.
- ⇒ I looked for misspelled words.
- ⇒

The Bibliography

It is important to list the sources used in your report. The bibliography tells others where you found the information for your report and gives proper credit to the authors. The bibliography lists all the information needed for locating your source. This information includes the author, title of the article and/or book, the publication location, the publisher and date. Use the attached sheet to help write the information in the correct order. Remember to list your sources alphabetically by authors' last names.

Publishing

After you have made all the necessary changes, you are ready to publish your report. Be sure to complete a neat final draft of your report and bibliography. Use the attached rubric to make sure you have not missed any steps in the process. Remember you must hand in all pieces to earn full credit.

Good luck and happy researching!