

Lesson 4: Report Writing

Getting Started

Nadia wrote a report about sea turtles, and today you will plan your own report. Think about what species of sea turtle you would like to learn about and start your research. Review the steps of the writing process:

The Writing Process

- Pre-writing — Organize your ideas based on the type of writing.
- First Draft — Write what comes to mind and don't worry about making it perfect.
- Revising — Read your draft and add, cut, or change ideas; share your writing with someone to get feedback.
- Editing (proofreading) — Carefully read through each line and correct grammar and misspelled words.
- Final Draft/Publishing — Write or type a final version.

Ideas to Think About

- How do animals relate to their own species and other species?
- What relationships exist between animals and their habitats?

Things to Know

- The writing process includes prewriting, draft, revision, editing, and final copy.

Activities

Part 1: Prewriting

Before you begin to write, find information on websites or in books about the turtle species you selected. Your research should focus on the relationships in a turtle's life. All animals interact with their environment, other living things, and animals of their species.

Organize or review your outline and think about the important information you should look for related to the turtle. Ask your parent which option to use.

Part 2: First Draft

Once you have gathered information and organized your outline, write the rough draft for your report. Organize the draft according to your outline.

As you write your story, you may want to reference "The Handy Guide to Writing and Grammar." This will help you remember grammatical rules and correct writing techniques. If you forget something like when to use a comma or how to use quotation marks correctly, this guide will help refresh your memory and will provide the correct rules to follow with examples.

Part 3: Editing and Revision

Use the "Writing Rubric" to revise and edit your first draft. Make any changes with a different color of pen and be sure to include the changes in your final copy. Use a dictionary to look up words whose spelling you're unsure about.

Part 4: Final Copy

Type your final copy of your report. Remember to include the corrections and changes you made when you revised and edited.

Moving Beyond the Page Online Resources – Typing and Keyboarding

www.movingbeyondthepage.com/link/6077/

Wrapping Up

You have worked through the steps in the writing process. How is report writing different from other types of writing? Which type of writing do you most enjoy?

Prewriting

Directions: As you are doing your research, take time to answer the questions on the outline. Use the outline below to organize your ideas.

I. Habitat and Food Source (relationship between turtles and their environment)

A. Where are the turtles found in the world?

B. What is their habitat in the ocean like?

C. What do the turtles eat and how do they find their food?

II. Predators and Dangers (relationship between turtles and other living things)

A. What predators do turtles have to be aware of?

B. What are a turtle's defenses?

C. What is the relationship between the turtle and man?

III. Relationships Among Turtles

A. Life cycle

B. Parents and their young

C. How turtles live in relation to one another

Prewriting

Directions: As you are doing your research, use the outline below to organize your ideas for your rough draft.

I. _____

A. _____

B. _____

C. _____

II. _____

A. _____

B. _____

C. _____

III. _____

A. _____

B. _____

C. _____

Writing Rubric

	no	somewhat	yes
IDEAS			
Does my writing stay focused on my topic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do I engage the reader?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do I provide adequate details and information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ORGANIZATION			
Does each of my paragraphs focus on an idea?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did I follow my outline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do I provide an introduction, details that support, and a conclusion for each paragraph?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are my sentences/paragraphs easy to follow and are they in a logical order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MECHANICS			
Do I begin sentences and proper nouns with capital letters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do I use the correct punctuation at the end of each sentence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do I use commas correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do I use quotation marks correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all words spelled correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parent Overview

Lesson 4: Report Writing

Getting Started

? Big Ideas

- How do animals relate to their own species and other species?
- What relationships exist between animals and their habitats?



Facts and Definitions

- The writing process includes prewriting, draft, revision, editing, and final copy.

⦿ Skills

- Summarize and organize information by outlining ideas. (LA)
- Use multiple sources to locate relevant information. (LA)
- Produce research projects and reports. (LA)
- Write to explain, describe, or report. (LA)

Introducing the Lesson

Review the writing process with your child. Explain that today she will practice report writing. Discuss the fact that report writing includes factual information on a researched topic.

Outline of Activities and Answer Keys

Part 1: Prewriting

Select the option that is best for your child. You may need to help your child locate websites with information about the turtle, or go to the library to find books.

For Option 1, the outline has been organized and your child has to gather information for each point in the outline. For Option 2, your child will make her own outline using the main ideas for the paragraphs provided on the page.

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Part 2: First Draft

Before your child begins her draft, check her outline along with the information she recorded related to the outline.

Part 3: Editing and Revision

Conference with your child and review her draft using the rubric. Ask her questions about the writing and point out ideas for improvement. Ask her if her draft follows her outline.

Part 4: Final Copy

Read your child's final copy and assess it using the "Writing Rubric."

NOTE: It is important for children to develop keyboarding skills. If your child does not know how to type or needs to improve her typing skills, one of the free online resources listed at the following web link may be useful.

Wrapping Up

Questions to Discuss

- What did you learn about turtles?
- What part of the writing process did you find most challenging?
- How did you improve your writing during editing and revision?
- How is report writing different from other types of writing?

Things to Review

Review the steps in the writing process and the purpose of an outline.