So far in English, you have written lots of essays. Reports are a little different in how they are put together. Read this carefully.

**The purpose** of this project is to write a report in which you:

...ask a question you would like an answer to

...do research on the subject

...do some original investigation

...make a recommendation

**How do I start?**

* Begin with something you are interested in- a subject that matters to you. You are going to be writing a report which, you hope, will change someone’s mind about how something should be handled. Here are some topic suggestions from previous years:
  + How to deal with smoking at high school?
  + How to deal with young offenders?
  + What resources does Kemptville need for teens?
  + How do we better deal with the environment at the high school?
* *These are only suggestions*; the topics are wide open. However, you need to be practical about your choice. Can you easily find research here? Will you be able to do interviews or surveys? Before you even get to the “proposal” stage, check your topic with the teacher.

**How do I write it?**

* Read the Report handout from your teacher. It’s important that you understand how to structure your research, which will be quite different from an essay.
* How long should it be?
* It will have a lot of research, so you will need 1500 words at least.

**Where will I get my information?**

* From both secondary sources (the library, the internet) and primary sources (interviews, surveys)

**What steps are involved?**

* You need to complete each of the following steps in order, and have them signed by a teacher.

|  |  |  |
| --- | --- | --- |
| **Step** | **Description** | **Due Date** |
| **Proposal** | Write out some notes on the subject you would like to report on, and the primary and secondary sources you are going to use. When you feel ready, go to your teacher and explain your proposal, including your idea for original research. S/he will give you some feedback, and help you organize your thoughts. You may have to do this step 2 or 3 times. When you are ready, you will then be given the **green light** to do continue with research. |  |
| **Research Notes** | Keep your notes from all your research. Make sure you are writing down where each piece of information came from. When you are finished all of your research, including original interviews/surveys, etc., go back to your teacher and show them what you have. If it is enough, you will be given the **green light** to write the first draft. |  |
| **A first draft** | The first draft must be peer edited and include the attached peer editing sheet. Someone in our class must edit your work. |  |
| **Completed Report (Good Copy)** | The completed work must include a Works Cited List  Title page  Table of Contents  Cover |  |

* Reports are a way of "reporting" and commenting on a body of information.
* Unlike essays, they don’t start off trying to prove a particular point. Instead, they are a way of gathering and weighing evidence.
* They use formal language
* They use an objective tone

**Sections**

Unlike an essay, sections in a report should have underlined headings.

Statement of Purpose

*You need to be very clear about what you are trying to find out in a research report. This should state what your focus is going to be.*

- What are you trying to find out in this report?

- What are the factors to consider? (i.e. cost, location, effects, etc.)

Review of Information

*This is the biggest part of the report. This is where you put all of the “facts” that you will find out through research. It will include:*

- basic facts

- expert’s opinions that you find through written/electronic sources

- comparison charts

Original Investigation

*This is the most important part of a good report, and is NOT OPTIONAL. It is where you do your own research. It might include:*

- visiting a location

- a interview you do yourself

- a survey you design and give out

Recommendations

*This is the part of the report where you weigh all the information you have provided. It will include:*

- analysis of the data (what do the facts mean? How do they compare?)

- what would you now suggest someone do?

PEER EDITING

AUTHOR’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EDITOR’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

STEP ONE

Read the report once very slowly. Circle anything you think is a spelling or grammatical error. If you aren’t sure if it’s wrong, circle it with a question mark. It’s better to be safe than sorry. You don’t need to write in the correction.

STEP TWO

Fill in the chart below. It is on both sides. Do it carefully. Ask your teacher if a question is not clear. Your author will be given permission to go to the next step of the essay once this is filled out in full.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **QUESTION** | **YES** | **NO** | **?** |
| Overall | Are there clear headings and sub-headings, underlined? |  |  |  |
| Is this report long enough? |  |  |  |
| Statement of Purpose | Is there a clear question asked? |  |  |  |
| Is it asked in objective language? |  |  |  |
| Does it outline the criteria being examined? |  |  |  |
| Review of Information | Is there enough information provided? |  |  |  |
| Is it relevant information? |  |  |  |
| Does it follow the criteria in the Statement of Purpose? |  |  |  |
| Are there enough different sources? |  |  |  |
| Is all the information properly sourced? |  |  |  |
| Original Investigation | Is original investigation done? |  |  |  |
| Is it relevant? |  |  |  |
| Is it clearly reported? |  |  |  |
| Recommendations | Is the information and investigation analysed and compared? |  |  |  |
| Is a clear recommendation given? |  |  |  |
| Does the recommendation make sense, given the criteria and the data? |  |  |  |

COMMENT: *Overall, what do you like about this report? What might improve it?*