

GETTING STARTED

The purpose of a report is to gather information from many sources and to present the ideas developed from this information clearly in your own words. A report may include some information from your own knowledge and experience; but, for the most part, the information will come from a wide variety of sources.

Use the Big6 Skills™ as a process for writing a report and using information effectively:

BIG 6 Skill™ #1: Task Definition (What does this assignment require me to do?)

- Choosing, exploring, and narrowing the topic
- Developing a thesis statement

BIG 6 Skill™ #2: Information Seeking Strategies (What information do I need?)

- Brainstorming possible sources of information
- Identifying the best and most reliable sources of information

BIG 6 Skill™ #3: Location and Access (Where will I find the information?)

- Identifying key words
- Locating information
- Finding the information you need within the sources

BIG 6 Skill™ # 4: Use of Information (How will I use the information?)

- Reading, viewing, listening
- Recording source information
- Taking notes, using different formats

BIG 6 Skill™ #5: Synthesis (When I put everything together, what is the final product?)

- Organizing information and writing the first draft
- Revising and editing
- Writing the final copy and Works Cited page

BIG 6 Skill™ #6: Evaluation (How did I do? How can I improve next time?)

- Judging final result
- Judging the process used to complete the final result

This booklet will describe each step of the process in detail; but first, prepare to do the job well by organizing your time and materials.

ORGANIZING YOUR TIME

Use a calendar to keep track of each step and the due date.

Plan extra time to visit the media center at lunch or after school.

Plan to visit the public library.

Allow extra time for each step if you have other demands on your time, such as family obligations, trips, sports activities, and holidays.

ORGANIZING YOUR MATERIALS

Find a quiet, well-lit, uncluttered place to work.

Make sure you have a copy of your report assignment and any other checklists, rubrics, or materials provided by your teacher and media specialist. Sometimes, these materials are posted on the Annin Web Page: www.bernardsboe.com/wams

Gather reference materials such as your language arts textbook, dictionary, thesaurus, and this Report Style Manual.

Gather supplies, such as paper, pens, pencils, index cards or notesheets, paper clips, rubber bands, computer disk, and a large envelope.

Keep all materials and notes together in your envelope. Keep your envelope in a safe place!

Return any overdue media center materials so that you will be able to borrow any new materials you may need.

You are able to do each of the steps required in writing a report. You will be taught the skills that will help you along the way. If you make good use of these skills, your final product will be more likely to be successful.