



Table of Contents

Introduction	3
Getting Started	4
What is a Report?	Thinking About Your Topic
Write a Class Report	The Five Ws
Let's Get Specific!	
Using the Library	11
The Dewey Decimal System	Where Can I Find It?
Searching for Books	Using a CD-ROM Encyclopedia
Finding Books on Library Shelves	Searching the Internet
Alphabetical Authors	
Writing Basics	18
Use Your Own Words	Punctuation
Writing Note Cards	Fact Versus Opinion
Identifying Complete Sentences	Your Own Facts and Opinions
Writing Complete Sentences	What's the Main Idea?
Proper Nouns	
Writing the Report	27
Creating Categories	Writing the Title Page and Bibliography
Report-Planning Chart	Editing Marks
Writing the Introduction	Spelling Counts
Writing the Conclusion	What Do You Think?
Report Pizzazz	38
Adding a Computer Graphic: <i>Kid Pix</i> ®	The Research Poster
Adding a Computer Graphic: <i>ClarisWorks</i> ®	Make a Multimedia Presentation: <i>HyperStudio</i> ®
Report Projects	Planning an Oral Presentation
Make Appropriate Illustrations	
Final Checklist	46
Resources	47
Answer Key	48



Let's Get Specific!

Your next step is to narrow your topic. When you narrow your topic, you choose a smaller subject to write about.

Here are some examples.

Topic	Narrowed Topic
dogs	<u>beagles</u>
desert	<u>saguaro cactus</u>
bats	<u>fruit bats</u>

Now it's your turn. Read each topic below. Then write a narrowed topic on the line beside it.

Topic	Narrowed Topic
ocean animals	_____
birds	_____
insects	_____
sports	_____

Write your topic below. Think about how you want to narrow your topic and write it on the line.

My Topic	My Narrowed Topic
_____	_____



What's the Main Idea?

A main idea sentence tells about the things that will be written in a paragraph. Read each paragraph below. Choose the correct main-idea sentence from the bottom of the page. Then cut and glue the sentence above the paragraph.

1. They need to have regular visits to the veterinarian. They also need good food and plenty of exercise.

2. Many of them have good eyesight. Fruit bats use their eyesight to guide them when they fly at night.

3. Clams, crabs, and sea urchins live on the ocean floor. Many colorful fish swim in the ocean. Mammals, such as whales and seals, also live there.

4. The owner must work with the dog every day to train it. Offering treats can be helpful in training. It is most important for the dog to receive love and praise.

5. They sleep in caves, trees, and barns during the day. At night, they wake up and hunt for food in the dark.

6. Even though they live in water, they breathe air. They do not lay eggs. Their babies are born alive.

Bats are nocturnal animals.	Many creatures live in the ocean.
Whales are mammals.	Dogs need to have proper care.
Training a dog takes time.	Bats are not blind.