**The Research Report**

**Task:** Write a **formal report** on a courageous individual or someone who has had an impact on the world or who has made a difference in the world.

**The Research Report should be:**

-2-3 pages in length

-typed in size 12 font

-single spaced

-use business writing techniques  
 -be based on reliable research (Virtual Library, and Google Scholar)

-include a properly formatted Works Cited

**Step 1:** Select a topic by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2:** Complete the Research by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (minimum 4 different sources)

**Step 3:** Complete the outline by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 4:** Submit the rough draft for formative feedback by\_\_\_\_\_\_\_\_\_\_\_

**Step 5:** Submit the final draft by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suggested Topics**

*Terry Fox Anne Frank Joan of Arc Malala Yousafzai Laura Secord*

*Craig Kielburger Mother Teresa Barack Obama Oskar Schindler Helen Keller*

*Jackie Robinson Princess Diana Bill Gates Steve Jobs Oprah*

*Amelia Earhart Mahatma Gandhi Ernest Hemmingway Coco Chanel Other*

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| **Curriculum Expectations**  **Research**  1.3 locate and select information to effectively support ideas for writing, using a variety of strategies and print, electronic, and other resources, as appropriate  **Demonstrating Understanding of Content**  1.3 identify the most important ideas and supporting details in texts, including increasingly complex or difficult texts  **Identifying Topic, Purpose, and Audience**  1.1 identify the topic, purpose, and audience for a variety of writing tasks  **Organizing Ideas**  1.4 identify, sort, and order main ideas and supporting details for writing tasks, using a variety of strategies and selecting the organizational pattern best suited to the content and the purpose for writing  **Reviewing Content**  1.5 determine whether the ideas and information gathered are accurate and complete, interesting, and effectively meet the requirements of the writing task  **Voice**  2.2 establish a distinctive voice in their writing, modifying language and tone skilfully and effectively to suit the form, audience, and purpose for writing  **Sentence Craft and Fluency**  2.4 write complete sentences that communicate their meaning clearly and effectively, skilfully varying sentence type, structure, and length to suit different purposes and making smooth and logical transitions between ideas  **Diction**  2.3 uses appropriate diction  **Producing Drafts**  2.7 produce revised drafts of texts, including increasingly complex texts, written to meet criteria identified by the teacher, based on the curriculum expectations  **Punctuation**  3.3 use punctuation correctly and effectively to communicate their intended meaning  **Grammar**  3.4 use grammar conventions correctly and appropriately to communicate their intended meaning clearly and effectively  **Producing Finished Works**  3.7 produce pieces of published work to meet criteria identified by the teacher, based on the curriculum expectations |

**Report Rubric**

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| **Categories** | **Level 4** | **Level 3** | **Level 2** | **Level 1** | **R** |
| **Knowledge/ Understanding**  **W 1.4**  **RLS 1.3** | * Sophisticated use of the report format with all the elements (headings, short, concise paragraphing etc) * Very extensive knowledge of the topic is evident through examples, quotes, details etc. | * Demonstrates a good knowledge of the report format with few errors * A considerable amount of knowledge is evident about the topic | * Some evidence of the report format * Demonstrates some knowledge of the topic throughout the report | * Little evidence of the report format * Little knowledge of the topic | * Does not meet requirements * Does not meet requirements |
| **Thinking/ Inquiry**  **W 1.3**  **W 2.7** | -Examples, stats and quotations are introduced and explained in a coherent and effective manner  -Excellent use of the drafting process | * Examples, stats and quotations are introduced and explained effectively * Effective use of the drafting process | -Examples, stats and quotations are somewhat explained  -Some drafting completed | -Examples, stats and quotations are not introduced or explained  -More use of the drafting process would have been a benefit. | -Does not meet requirements  -No drafting completed |
| **Communication**  **W 2.2 & 3.1**  **W 2.3**  **W 2.4**  **W 3.3** | * Diction, tone and level of language is appropriate and highly effective * Excellent transitions are used * Use of language conventions is accurate, effective and virtually error free (spelling and grammar) * Use of mechanics is correct and almost error free (punctuation) | * Diction, tone and level of language is appropriate and effective * Transitions are used in a considerable way * Use of language conventions is accurate, effective and few errors (spelling and grammar) [4-6 errors] * Use of mechanics is correct with few errors [4-6 errors] | * Diction, tone and level of language is somewhat appropriate and effective * Some transitions are used * Demonstrated limited use of language with some errors (spelling and grammar) [7-10 errors] * Use of mechanics is somewhat correct [7-10 errors] | * Diction, tone and level of language is inappropriate * Limited transitions are used * Use of language and conventions impacts clarity [10+ errors] * Use of mechanics is absent/incorrect [10+ errors] | * Does not meet requirements * Does not meet requirements * Does not meet requirements [more than 15 errors] * Does not meet requirements [more than 15 errors] |
| **Application**  **RLS 2.1** | * Includes properly formatted Works Cited and in-text citations | * Few errors on works cited and in-text citations | * Missing or not properly formatted works cited or in-text citations. | * Works cited is not properly formatted and in-text citations are not properly formatted | * Works Cited is not included and In-text citations not completed |

**Research Notes**

**Works Cited Info   
Name of Site:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Posting:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Accessed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Title and author:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Information from the Source (**record facts, stats, quotations, paraphrased information and summaries as you research) | **Organization** (after researching write down which heading the information will go under) |
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**Formal Report Outline Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Headings** | **Point Form Outline of Ideas** |
| **1.0 Introduction**  (A brief summary of your report. Introduce key ideas and state your *purpose*) |  |
| **2.0 Findings** |  |
| **2.1 Early life of \_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **2.2 Adult life of \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **2.3 Significant actions made by\_\_\_\_\_\_\_\_\_\_** |  |
| **2.4 Challenges faced by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **2.5 The impact \_\_\_\_\_\_\_\_\_\_\_\_ has had on the world** |  |
| **2.6 Reasons to believe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is courageous** |  |
| **3.0 Conclusion**  (Here you sum up your findings) |  |
| **5.0 References**  (This will be your works cited page) |  |