

Planning a 5 Paragraph report

1st Paragraph

Introductory paragraph

My report is about _____.

Important topics to understand in my subject are:

1. _____

2. _____

3. _____

Concluding/connecting sentence

2nd Paragraph

1st topic sentence _____

Detail 1. _____

Detail 2. _____

Detail 3. _____

Concluding/connecting sentence

3rd Paragraph

2nd topic sentence _____

Detail 1. _____

Detail 2. _____

Detail 3. _____

Concluding/connecting sentence

4th Paragraph

3rd topic sentence _____

Detail 1. _____

Detail 2. _____

Detail 3. _____

Concluding/connecting sentence

5th Paragraph

Concluding paragraph

My report was about _____.

This is what we learned _____.

Concluding sentence

Name _____ Room _____ Table _____

Library Reports

Source types and examples of correct citation format

For any report you must use sources, and cite them correctly.

Book: Title _____
Author _____
City of Publication _____ Copyright Year _____
Publisher _____

Example:

Fradin, Dennis Brindell. (1994). *Indiana*. Chicago, IL: Children's Press.

Encyclopedia: Article title _____
Name of Encyclopedia _____
Volume _____ Publisher _____
City of Publication _____ Year _____

Example:

Indiana. (2006). In *The World Book Encyclopedia* (Vol. 8, pp. 1-43). Chicago: World Book, Inc.

Website: Title _____
Date retrieved: _____
Organization _____
URL _____

Example:

Indiana. Retrieved March 3, 2008 from Marchex, Inc. Web site: <http://www.50states.com/indiana.htm>

Organizing your report.

Your report should include:

- Introductory paragraph
 - Topic sentence stating the subject of the report
 - Sentence(s) naming the major topics in your report
 - Concluding connecting sentence
- 3 Content Paragraphs (at least)
 - Topic sentence
 - At least 3 sentences with supporting details
 - Concluding/connecting sentence
- Concluding Paragraph
 - Topic sentence
 - Summary of what the report covered
 - Concluding sentence

Bibliography
Illustration(s)