

High-Performance Writing

Advanced Report Writing

School-Home Link

Dear _____,

During the next few weeks, our class will be working on Report Writing at the Advanced Level. The students will learn to research for information about an ancient civilization, to collect information about that civilization, and to write a well-organized report. Writing a research report is an essential skill the students will use often during their school years. Besides learning to write a research report, they will learn important language arts skills, including rules for grammar, punctuation, and capitalization.

Here are some things you and your child can do at home:

1. An important part of research is brainstorming. In brainstorming, we think of as many ideas as we can on a topic. These ideas help us come up with questions to be answered by the research. Help your child practice brainstorming by taking turns thinking of questions about your child's topic. If the topic is ancient Egypt, you might ask, Where was ancient Egypt? What was the climate? What form of government, leaders, and laws did ancient Egyptians have? What did they eat? What did they wear? What kind of buildings did they live and work in? What language did they speak? What jobs did they do?
2. A researcher must be able to organize information. Give your child sorting tasks to develop good organizational skills. These tasks can be simple (such as sorting laundry) or complex (such as sorting CDs by type of music). Encouraging neatness and organization will help your child in all areas of school work and personal life.
3. The library is a great source of information for reports. Take your child to the library to find additional information for the report he or she is working on in school. The librarian can help your child find books on the chosen topic.
4. Provide paper and a pen for your child to take notes from books about the research topic. Remind your child to make a source card for each book used.
5. When your child brings home the finished research report, ask him or her to read it to you. Praise your child's report, and ask your child to share it with other family members. Your child has spent a great deal of time and effort preparing this report. Keep it with your child's important papers.

If you have any questions, suggestions, or comments about the writing we're doing at school, please feel free to call or meet with me.

Your child's teacher,
