

**High-Performance Writing**  
Beginning Report Writing

**School-Home Link**

Dear \_\_\_\_\_,

During the next few weeks, your child will be working on Report Writing at the Beginning Level. Your child will gather information about community workers, interview a particular community worker, and write a well-organized report. Writing a research report is an essential skill your child will use often during his or her school years. Besides learning to write a research report, your child will learn important language arts skills, including rules for grammar, punctuation, and capitalization. Your child will also learn to organize ideas in order to be a better writer.

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

1. Your child has been learning about community workers and the jobs they do. Play a game with your child by naming some community workers. Ask your child to tell you the work each one does. Some examples are firefighter, teacher, doctor, grocer, plumber, mail carrier, lifeguard, and baker.
2. An important part of research is categorizing information. Play another game with your child by naming a community worker and asking your child to tell you what kind of clothing the person wears to work, what tools the person uses, and where the person works.
3. After your child has chosen a community worker for his or her report, arrange to take your child to the workplace of the community worker in order to see the work the person does.
4. The library is a great source of information for reports. Take your child to the library to find additional information about the type of community worker he or she is reporting on in school. The librarian can help your child find books at the right reading level.
5. When your child brings home the finished research report, ask him or her to read it to you. Praise your child's report. Share it with other family members. Ask your child what he or she likes most about the report. Talk about other topics your child might investigate in the future.

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,

  

---