

High-Performance Writing
Intermediate Report Writing

School-Home Link

Dear _____,

During the next few weeks, your child will be working on Report Writing at the Intermediate Level. Your child will learn to research for information about an endangered species, to collect information about that endangered species, and to 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. 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 the California condor, you might ask, Where does it live? How big is it? What color is it? What does it eat? Does it live in the mountains, forests, or desert? Why is it endangered? What are its enemies?
2. A researcher must be able to locate information in books. An important skill is finding information in an index. Play a game with your child by giving him or her two words and asking which comes first alphabetically. After your child can answer easily, make the game harder by giving two words that begin with the same letter.
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 topic.
4. Provide paper and a pen or pencil 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. 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 research 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,
