



# 9

# WRITING REPORTS

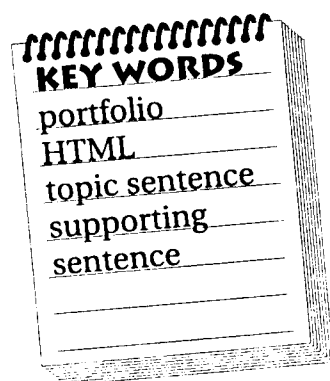
## WHAT THIS EPISODE IS ABOUT

In this episode, students will learn a step-by-step process for writing a report. By the end of the lesson, students will be able to

-  apply the writing process to writing a report
-  write a well-organized report with focused, well-developed ideas

## VIDEO SUMMARY

As the students in the writing club organize their work into portfolios, Ms. Scott introduces the next assignment: producing a Web page.



As a way to get started, Ms. Scott assigns each student a career report to post on their own personal Web pages. Each student will choose a career, research it, interview someone working in that career, and then post his or her report in HTML format on the Web.

Robin chooses to write her report on a civil-rights lawyer. Sarah picks her uncle, a police officer. And Lindsey decides to interview a local sportscaster.

Mr. Putnam, an Internet expert, gives the club members some tips and techniques for creating Web pages.

Lindsey, Robin, and Sarah write rough drafts of their reports, help each other with revisions, and then post the reports on their new Web sites.

## BEFORE VIEWING THE VIDEO

Ask students to list three career areas that interest them.

Ask students: "What are some possible careers related to those areas? How could you learn more about those careers? Who are some people you could interview in your career research?"

Tell students to watch the video closely so they can identify how the writing process is used to write a report.

### **WHILE VIEWING THE VIDEO**

1. After Lindsey schedules an interview with the sportscaster, PAUSE the video. Ask the class to brainstorm a list of general questions to ask someone about a career.

After they've compiled a list, give students time to interview people who have different careers. This activity could be done in conjunction with a career day.

2. After Lindsey writes her rough draft, PAUSE the video and ask students to write rough drafts of their reports on careers.
3. After Robin and Sarah help Lindsey revise her rough draft, PAUSE the video. Assign students to work in groups to revise their reports. Students should offer constructive suggestions on ways to improve the reports. As always, each writer should be allowed to decide whether to use the suggestions.

### **AFTER VIEWING THE VIDEO**

After students finish revising their reports, you may wish to have them share their work with the class.

Note: If careers are not in your district's curriculum, you can still use the steps in this lesson to help students produce a report on a different topic.

### **EXTENSION ACTIVITY**

Ask students to research any topic that they are currently studying in other classes, such as social studies, science, or math.

Using their research, students can write a report on the chosen topic. The report may include photos, drawings, computer graphics, models, or anything else they can create to support their research.

### **INTERNET RESOURCES**

WritingDEN  
[http://www2.actden.com/writ\\_den/index.htm](http://www2.actden.com/writ_den/index.htm)

**Critical Thinking, Reading, and Writing**

*[http://www.indiana.edu/~eric\\_rec/bks/ctr%26w.html](http://www.indiana.edu/~eric_rec/bks/ctr%26w.html)*

**Paradigm Online Writing Assistant**

*<http://www.idbsu.edu/english/cguilfor/paradigm/>*