

How to Write a Report in Junior High

Report writing is a skill that students use throughout their academic careers. Reports usually begin with researching a subject and end with a organized written document that explains the findings of the research. Student reports give teachers a means to assess student competence on many levels, including research skills, independent work habits and grammar and writing competency. The introduction to written research reports generally occurs in junior high school classes, and for many junior high students, the most challenging factor about writing a report is figuring out where to begin.

Instructions

1. Choose a topic you are interested in. Depending on the assignment, you may choose any topic or will need to choose from a broad subject list, such as explorers or scientists.
2. Write down everything you already know about your chosen subject. Use a brainstorming diagram to organize this first level of research. Write the subject's name in the center of the page and circle it. Write bits of information around the subject, using lines to connect similar pieces of information.
3. Learn more about your subject through Internet research, encyclopedias and books on the subject from your library. Take notes based on your reading and write the name of the source at the top of each sheet of notes.
4. Review your research notes and brainstorm sheet. Think of three to five different questions that you can now answer about your subject based on the research you completed. Write each question at the top of an index card.
5. Answer each question in paragraph form on the front of the index card. On the back of the card, write the names of the research sources that provided the information.
6. Write an introduction that introduces your topic and the questions you will answer. The first sentence of the introduction should capture the reader's interest. Try opening the paper with a relevant quote from your subject or an intriguing question about the subject.
7. Write one paragraph for each of the index card questions, using the answers written on the cards as reference. Each paragraph should have an introductory sentence that briefly states the answer to the question. The body of the paragraphs can go into greater detail.

8. Write a conclusion paragraph that recaps the information covered and sums up the purpose of the paper. If you are writing about a historical figure, for example, the conclusion could speak about the figure's legacy for the future.
9. Review the first draft of your paper for spelling and grammar mistakes. Also read to ensure that it makes sense to the reader. It may be helpful to get a second opinion from a friend or parent who is not as familiar with the subject.
10. Write a bibliography or "works cited page" that lists the names of your research sources in alphabetical order. Use a format approved by your teacher.

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