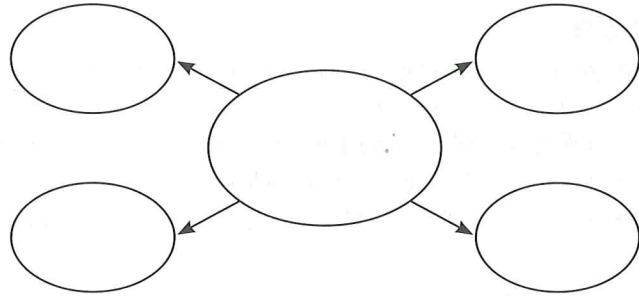


Name _____

Prewrite/Brainstorm

To write a report you must first decide on a topic. Write your topic in the middle circle of the cluster map. Brainstorm subtopics and write them in the outer circles. Then, research information on the Internet about your topic and subtopics. Take notes about each subtopic.



Day 1

Draft

Write an introduction paragraph about your topic below. Your paragraph should include general information about the topic and tell the reader about the subtopics that will follow. You will write about your subtopics in the weeks to come.

Day 2

Revise

Read your introduction paragraph. Do you need to put your sentences in a different order? Ask someone else to read your paragraph and make suggestions on how to improve it. Revise your paragraph with the changes you made.

Day 3

Proofread

Read your paragraph again. Do you see any capitalization errors? Are all of the words spelled correctly? Did you use the correct punctuation and grammar? Use proofreading marks to correct the sentences.

- Capitalization mistakes
- Grammar mistakes
- Punctuation mistakes
- Spelling mistakes

Day 4

Name _____

Publish

Write your final copy on a computer or on the lines below.

MAKE SURE it turns out

- NEAT—Make sure there are no wrinkles, creases, or holes.
- CLEAN—Erase any smudges or dirty spots.
- EASY TO READ—Use your best handwriting and good spacing between words.
