

UNIT 12 THE LIBRARY RESEARCH REPORT

400-500 word report

Title Page

3 Sources

30 Note cards

2 Illustrations with captions

1 Illustrated cover page

Final outline

Final report

3 Bibliography cards

Selected bibliography

Other drafts in back pocket of folder

ALL INFORMATION NEEDED IS IN UNIT 12

WE WILL PRACTICE COMPLETING A SMALL REPORT ON HELEN KELLER NEXT WEEK BEFORE BEGINNING THE RESEARCH REPORT. THIS WILL HELP PREPARE YOUR CHILD FOR THE LARGER REPORT. IF IT GOES AS PLANNED, WE WILL BEGIN THE LIBRARY RESEARCH REPORT MAY 6 IF NOT SOONER.

IN ADDITION TO WORKING ON THE RESEARCH REPORT AT SCHOOL, YOUR CHILD WILL HAVE TO WORK ON IT AT HOME, AS WELL. NIGHTLY AND WEEKEND ASSIGNMENTS WILL BE GIVEN BEGINNING NEXT WEEKEND.

THIS IS A VERY DEMANDING ASSIGNMENT! IT WILL HELP PREPARE YOUR CHILD FOR UPCOMING GRADES.

ITEMS YOU NEED BY

4X6 Index cards

3-prong folder with pockets

10 plastic sleeves to put the report in

STEP 1

Look at page 223 under STEP 1

Your child will complete these steps first. I am explaining STEP 1 in details.

1. A list came home today. You need to circle two choices you would like to do your report on for the library research report. I will choose the topic you will research.
2. You will need at least three books or articles that give you information about your topic.
 - a. The biography library book is needed by May 3rd but you need to remember that your child will give an oral book report on this book. You may want your child to have this book sooner. It needs to be read by May 10th. Your child will give an oral book report on May 14th. How to give an oral book report is on page 184. We will discuss how to give oral reports in class.
 - b. One book will be the encyclopedia. Due: May 3
 - c. The other source may be a magazine or any other book. You may read more than three sources if you would like to. Due: May 7

3. Pages 224-225 shows how to make the bibliography cards. The cards are due on May 9th.
4. Look at page 226 to see an example of how to make a list of important details from the encyclopedia article. The list is due May 8th. This list will give you an idea of what to write about and help you write a preliminary outline (Step 2).
5. Start searching for pictures and ideas for illustrations to include in your report. You will need 3 illustrations (including cover illustration). Illustrations may include original drawings, pictures from a magazine, and a picture downloaded from the internet and write a caption for them. YOU CANNOT PHOTOCOPY! (Refer to page 223 #5 and page 227 #6.) Two illustrations (not including the cover page) are due May 16th.

STEP 2

Look at page 227-229 under STEP 2

Your child will complete these steps second. I am explaining STEP 2 in details.

1. Write a preliminary outline. The preliminary outline is due May 13th. You may want to complete the outline over the weekend.
2. Take notes on every point and subpoint that is listed on pages 228-229. You will take notes on 4x6 index cards. You can learn how to take notes on page 230. Make sure to read over the steps on page 230 carefully before beginning the notes. You will need 30 note cards. You cannot begin the final outline until the note cards are completed. If you complete your preliminary (rough draft) outline, you are more than welcome to begin your note cards, but we will begin the note cards on Monday, May 13th. We will not finish the cards, so they will need to continue the cards at home. We will work on these each day until the due date which is Thursday, May 16th. We will begin the final outline in class on Friday, May 17th. We will use the example on pages 235-237 to complete the final outline. The subpoints in the final outline must be in complete sentences.
3. Put your note cards in the order of your final outline.
4. See if more information is needed. If you think you need more, read and take more notes.
5. Plan your cover. Make it colorful and appealing. Your cover page is due on Tuesday, May 21st.
6. Think of an informative and interesting title.

STEP 3

Look at page 231 under STEP 3

Your child will complete these steps third. I am explaining STEP 3 in details.

1. Write the rough draft on every other line. This means you will want to skip a line. The rough draft is due Monday, May 20th. DO NOT THROW THIS AWAY. It goes in the page pocket of folder.
 - a. Be sure to use your outline
 - b. Be sure to use your note cards.
2. Rewrite your paper using the checklist on page 220.
3. DO NOT COMPLETE A SECOND ROUGH DRAFT.
4. Select your illustrations and write captions for them. (This was mentioned in step 1 #5.) This is due May 16th.

STEP 4

Look at page 231 under STEP 4

Your child will complete these steps fourth.

1. YOU DO NOT HAVE TO POLISH YOUR 2ND DRAFT BECAUSE YOU DID NOT COMPLETE ONE.
2. Read the checklist on page 220 one more time to check for any other improvements you can make since you will only write one rough draft.
3. You will write your final draft in class Monday, May 20th. Write your final draft on EVERY LINE. DO NOT SKIP A LINE. Make sure that the title is at the top of the first page. Write on only one side of each page.

CONTINUE FOLLOWING THE DIRECTIONS ON PAGE 231 FOR STEP 4.

WRITING THE BIBLIOGRAPHY

on page 232

1. Read the directions carefully on page 232 for details on how to write your Bibliography.
2. Your Selected Bibliography is due Tuesday, May 21st.

STEP 5

Look at page 231 under STEP 4

Your child will complete these steps fifth.

1. Follow the steps on page 233 to complete your library research report.
2. The checklist and Title pages are due Wednesday, May 22nd.

YOUR COMPLETED LIBRARY RESEARCH REPORT IS DUE WEDNESDAY, MAY 22ND.

YOU ARE MORE THAN WELCOME TO WORK AHEAD ON THIS REPORT. ALL NEEDED INFORMATION IS IN UNIT 12. THIS WILL BE WHAT WE WILL WORK ON UNTIL THE END OF SCHOOL IN LANGUAGE. IF YOU FINISH EARLY, YOU ARE MORE THAN WELCOME TO BRING IN A BOOK OR HAVE FREE TIME AT YOUR DESK BUT YOU CANNOT DISTURB THE OTHER STUDENTS. THERE WILL BE NO TALKING DURING THIS TIME, BUT YOU CAN BRING ANYTHING THAT YOU WANT THAT YOU CAN USE QUIETLY AT YOUR DESK. Yes, this means you can bring in electronics. :-)