

Planning to write a report

Name: _____

Getting started

What is my topic? _____

What do I want to describe? _____

Who am I writing for? _____

Where will I find information? _____

Planning my report

1. General statement

What am I describing? _____

2. Description

What do I describe first? _____

What do I describe next? _____

3. Conclusion

Can I summarize what I have written? _____



Hint: The verbs *is*, *are*, *has*, and *have* will help your description.

Additional features I could use

- Maps to show location
- Text boxes to provide additional information
- Photographs and diagrams to support text
- Captions and labels to explain photographs and diagrams
- Time line to show history of key events