

REPORT Writing

Lesson #1

REPORT WRITING

A report is a special type of writing where authors share information about a topic

TOPICS CAN BE

Animals Science History

PARTS OF A REPORT

1. Title
2. Introduction
 - You introduce your topic.
3. Body
 - The main part of your report where you share all your

The Amazing World of Honeybees
Have you ever wondered how honey is made? Let's dive into the fascinating life of honeybees and discover their secrets!

Honeybees live in hives, where they work together as a team. Each bee has a special job. The queen bee lays eggs, worker bees collect nectar, and drone bees help with mating.

Making Honey
Worker bees collect nectar from flowers and bring it back to the hive. They turn the nectar into honey by flapping their wings to dry it out.

Communication
Bees do a dance called the waggle dance to tell other bees where to find nectar.

Lesson #1

REPORT WRITING

Read this report. What is the author's topic? _____

Underline the introduction in _____

Underline the body in _____

Underline the conclusion in _____

The First Moon Landing: A Giant Leap for Mankind

Imagine stepping onto a place no one has ever been before! On July 20, 1969, that's exactly what happened when astronauts first walked on the moon.

The Mission
The spacecraft Apollo 11 took off from Earth with three astronauts: Neil Armstrong, Buzz Aldrin, and Michael Collins.

Landing on the Moon
Neil Armstrong and Buzz Aldrin landed on the moon in a smaller spacecraft called the Lunar Module, while Michael Collins stayed in orbit around the moon.

A Historic Moment

2ND & 3RD GRADE

PRINT & DIGITAL

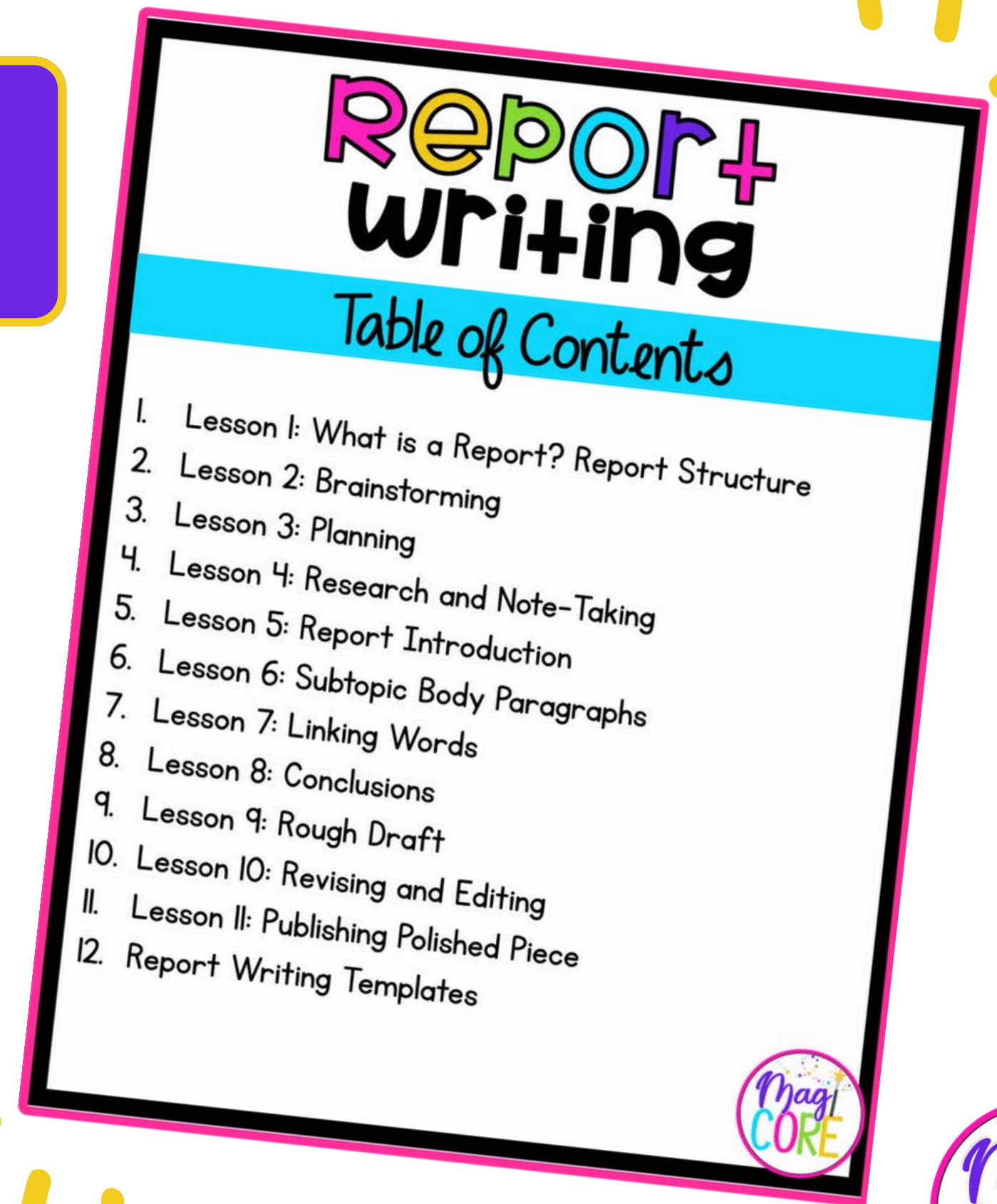


WHAT'S INSIDE?

11 Lessons to Cover an Entire Report Writing Unit.

Each Lesson Includes:

- Lesson Plan
- Introductory Page
- Anchor Charts
- Templates
- Graphic Organizers
- Rubric

A graphic of a document titled 'Report Writing Table of Contents' with a list of 12 lessons. The title 'Report Writing' is in large, colorful letters, and 'Table of Contents' is in a blue banner. The list of lessons is numbered 1 through 12. The graphic is decorated with yellow starburst lines and a 'MagiCORE' logo in the bottom right corner.

Report Writing
Table of Contents

1. Lesson 1: What is a Report? Report Structure
2. Lesson 2: Brainstorming
3. Lesson 3: Planning
4. Lesson 4: Research and Note-Taking
5. Lesson 5: Report Introduction
6. Lesson 6: Subtopic Body Paragraphs
7. Lesson 7: Linking Words
8. Lesson 8: Conclusions
9. Lesson 9: Rough Draft
10. Lesson 10: Revising and Editing
11. Lesson 11: Publishing Polished Piece
12. Report Writing Templates

MagiCORE



INTERACTIVE NOTEBOOK



Underline the...
Underline the body in...
Underline the conclusion in...

The First Moon Landing: A Giant Leap for Mankind

Imagine...
1969, that's exactly who...

The Mission
The space...
Neil Armstrong, Deke...

Landing on the Moon
Neil Armstrong...
spacecraft called the...
the moon.

A Historic Moment
When...
one small step for...
collected rocks,...

Land...
showed that...
teamwork can...

INTERACTIVE JOURNAL

REPORT WRITING

Author: Julie

A cartoon illustration of a boy with curly brown hair, wearing a blue t-shirt with a yellow star, sitting at a desk and writing with a pencil. The text 'Author: Julie' is written in pink cursive below him.

REPORT WRITING

Report is a special type of writing where authors share information about a topic

Animals

Science

History

The Amazing World of Honeybees

Have you ever wondered how honey is made? Let's dive into the fascinating life of honeybees and discover their secrets!

Honeybees live in hives, where they work together as a team. Each bee has a special job. The queen bee lays eggs, worker bees collect nectar, and drone bees help with mating.

Worker bees collect nectar from flowers and bring it back to the hive. They turn the nectar into honey by flapping their wings and adding enzymes.

They perform a dance called the 'waggle dance' to tell each other where to find good flowers!

Honeybees are incredible insects. Not only do they make honey, but they also help flowers to grow by pollinating them. Next time you see a bee, remember how important they are!



ANCHOR CHARTS FOR EACH UNIT



Lesson #1

REPORT WRITING

✓


✓


✗


REPORT WRITING

A report is a special type of writing where authors share information about a topic

TOPICS CAN BE

Animals

Science

History

PARTS OF A REPORT

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3. Body

- The main part of your report where you share all your information.

4. Conclusion

- The ending part where you wrap up your report.

The Amazing World of Honeybees

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Honeybees live in hives, where they work together as a team. Each bee has a special job. The queen bee lays eggs, worker bees collect nectar, and drone bees help with mating.

Making Honey.
Worker bees collect nectar from flowers and bring it back to the hive. They turn the nectar into honey by flapping their wings to dry it out.

Communication
Bees do a dance called the 'waggle dance' to tell each other where to find good flowers!

Honeybees are incredible insects. Not only do they make delicious honey, but they also help flowers to grow by pollinating them. Next time you see a bee, remember how important they are!

Lesson #1

REPORT WRITING

💡

Read this report. What is the author's topic?

Underline the introduction in

Underline the body in

Underline the conclusion in

red

yellow

green

The First Moon Landing: A Giant Leap for Mankind

Imagine stepping onto a place no one has ever been before! On July 20, 1969, that's exactly what happened when astronauts first walked on the moon.

The Mission

The spacecraft Apollo 11 took off from Earth with three astronauts: Neil Armstrong, Buzz Aldrin, and Michael Collins.

Landing on the Moon

Neil Armstrong and Buzz Aldrin landed on the moon in a smaller spacecraft called the Lunar Module, while Michael Collins stayed in orbit around the moon.

A Historic Moment

When Armstrong stepped onto the moon's surface, he said, "That's one small step for man, one giant leap for mankind." They explored the moon, collected rocks, and even planted an American flag!

Landing on the moon was a huge achievement in human history. It showed that we can reach beyond our planet and explore new worlds with teamwork, courage, and science!

BRAINSTORMING TO PUBLISHING

Take Students Through the Entire Writing Process

Lesson #3

PLANNING

Once writers select a purpose and a topic, they plan their writing. Planning helps writers organize their ideas into a structure so they are able to communicate with the reader.

SUBTOPICS
A subtopic is narrower than a topic. Writers organize facts and ideas into subtopics to support the overall main idea.

Topic: Cocker Spaniels
Subtopic #1: Looks
Subtopic #2: Diet
Subtopic #3: Temperament

Name: _____
Date: _____

PLANNING

✓ + 😊	✓ 😊	✓ - 😞
I selected a topic I am an expert on.	I selected a topic I know a little about.	I selected a topic I do not know about.

should think about three main subtopics using facts.

NAME: _____ DATE: _____

TITLE: All About Goldendoodles

AUTHOR: _____

SUBTOPIC 1: What goldendoodles look like.

SUBTOPIC 2: What goldendoodles eat.

MAIN TOPIC: Everything you need to know before owning a goldendoodle.

SUBTOPIC 3: personality of goldendoodles.

SUBTOPIC 4: types of exercise that goldendoodles need.



SCAFOLDED ORGANIZERS

INTERACTIVE JOURNAL

REPORT WRITING

Name: _____ Date: _____

PLANNING

✓ - ☹

REPORT WRITING

A report is...

where authors write about a topic

story

Lesson #4 RESEARCH & NOTE TAKING

To write a report on a topic, you must research facts about the topic.

- Use reliable sources such as books, newspapers, and credible websites.
- Use multiple sources.
- Take notes on your topic in an organized manner.

TO TAKE NOTES:

- Organize your notes by subtopic.
- Jot information down in bullets or lists. Do not plagiarize or copy from the book.
- Write down keywords and vocabulary.
- Your notes are for YOU! They do not need to be neat or perfect.

NOTE TAKING ORGANIZER

Lesson #4

When you do your research, it is important to keep in mind you need plenty of facts and details so you can write juicy paragraphs.

Topic: ladybugs

Subtopic: Anatomy

Fact #1: wings help ladybugs

Fact #2: the head houses mouthparts, compound eyes, and antennae.

Fact #3: The thorax has 3 pairs of wings.

Sources I Used: animals.sandiegozoo.org

NOTE-TAKING

✓ + 😊	✓ 😐	✓ - ☹
I have three clear subtopics that focus on my topic.	I have two clear subtopics that focus on my topic.	I have one clear subtopic that focuses on my topic.
Each subtopic includes 3 or more important facts that are about the subtopic.	Each subtopic includes 2 important facts that are about the subtopic.	Each subtopic includes 1 important fact that is about the subtopic.
I use three or more sources for my topic.	I use two sources for my topic.	

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STRATEGIES WITH SAMPLE ANSWERS

INTERACTIVE JOURNAL
REPORT WRITING

NOTE-TAKING

Lesson #4
NOTE TAKING ORGANIZER

When you do your research, it is important to keep in mind you need plenty of facts and details so you can write juicy notes.

Topic: ladybugs

REPORT HOOKS

Lesson #5

- An introduction tells the reader what the author's opinion is.
- An author should engage the reader in their introduction by writing a HOOK

STRATEGY	EXAMPLE	NON EXAMPLE
Ask a Question ???	I am an herbivore, I live in Africa, and I am the largest mammal on Earth. Who am I?	Do you want to learn about elephants?
Description Using Sensory Details [Icon: person with sensory organs]	Imagine venturing into the African Savannah and coming across a majestic elephant standing 7 feet tall.	Elephants are amazing.

REPORT INTRODUCTION

Lesson #5

Write your introduction using a hook.

Hook Strategy: ??? [Icon: lightbulb]

Hook: _____

Tell Your Topic: _____

INTRODUCTION

✓+😊	✓😐	✓-😞
I engage the reader. By asking a question, using descriptive details, or stating an interesting fact.	I attempted to engage the reader by asking a question, using descriptive details, or stating an interesting fact.	I did not engage the reader.

Make Teaching a Breeze!

Mag CORE

SAMPLE TEXTS FOR PRACTICE

INTERACTIVE JOURNAL

REPORT

Name: _____
Date: _____

NOTE-TAKING

✓+ 😊 I have three clear subtopics that focus on my topic.

✓- ☹️ I have two clear subtopics that focus on my topic.

✓+ 😊 I engage the reader. By asking a question, using descriptive details, or stating an interesting fact.

✓- ☹️ I attempted to engage the reader by asking a question, using descriptive details, or stating an interesting fact.

✓- ☹️ I did not engage the reader.

NOTE TAKING ORGANIZER

When you do your research, it is important to keep in mind you need plenty of facts and details so you can write juicy paragraphs.

Topic: Ladybugs

Subtopic: Anatomy

Fact #1: _____

Lesson #6

HAMBURGER PARAGRAPH

Your writing should include details like a juicy hamburger.

TOPIC SENTENCE



The first part of the paragraph that introduces the main idea.

SUPPORTING SENTENCE



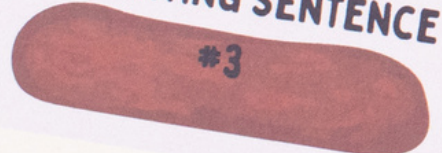
Give a specific idea about the topic sentence.

SUPPORTING SENTENCE



Give another specific idea using facts or details.

SUPPORTING SENTENCE



Elaborate on another specific idea, facts or details.

CONCLUDING SENTENCE



Refer back to the topic sentence to wrap up the main idea.

Lesson #6

JUICY PARAGRAPHS

Read the following paragraphs. Underline each portion of the paragraph in the color indicated.

Topic Sentence
Fact #1
Fact #2
Fact #3
Concluding Sentence

Elephants are remarkable creatures known for their intelligence and social behavior. Firstly, elephants have an impressive memory, allowing them to remember routes, locations, and even other elephants they met years ago. In addition, they communicate using a range of sounds, some of which are so low that humans cannot hear them, helping them stay connected over long distances. Furthermore, elephants demonstrate empathy and compassion, often seen comforting each other in times of distress and mourning their dead. Elephants' remarkable memory, unique communication skills, and emotional depth make them one of the most fascinating and intelligent animals on the planet.

The Sun is essential for life on Earth, providing more than just light and warmth. First of all, the Sun plays a crucial role in photosynthesis, the process by which plants convert sunlight into energy, producing the oxygen we breathe. Additionally, the Sun's gravitational pull is vital for keeping Earth and the other planets of our solar system in a stable orbit, ensuring a consistent climate. Additionally, sunlight influences ocean currents and the water cycle, which in turn affects weather and climate patterns.

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DRAFTING TEMPLATES

SUBTOPIC 2

- ✓ State your subtopic
- ✓ Include supporting facts
- ✓ Restate your subtopic

SUBTOPIC

- ✓ State your subtopic
- ✓ Include supporting facts
- ✓ Restate your subtopic

THE WRITING PROCESS

PREWRITING

- ✓ Determine your purpose for writing.
- ✓ Analyze your writing task.
- ✓ Identify your target audience.
- ✓ Brainstorm ideas and gather information.

DRAFTING

- ✓ Introduce the topic and grab the reader's attention.
- ✓ Develop ideas
- ✓ Use transitional words and phrases

REVISING

- ✓ Add or omit information when needed.
- ✓ Adjust organization and flow.
- ✓ Verify the writing meets the requirements of the writing task.

EDITING


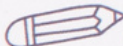
- ✓ Check spelling, capitalization, and punctuation.
- ✓ Word choice should be precise and purposeful.
- ✓ Sentence structure should vary.

PUBLISHING

- ✓ Write the final copy with your revisions and edits.
- ✓ Add any supplemental features (e.g. illustrations or other media)
- ✓ Share with your intended audience.

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DRAFTING

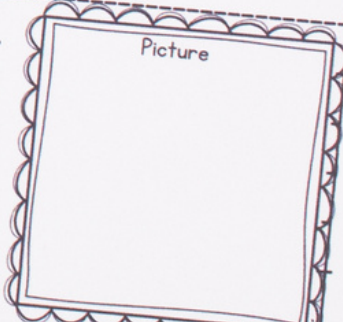


INTRODUCTION

- ✓ Hook the reader
- ✓ State your topic

SUBTOPIC 1

- ✓ State your subtopic
- ✓ Include supporting facts
- ✓ Restate your subtopic



Picture

CONCLUSION

- ✓ Restate your opinion
- ✓ Wrap everything up

RAFTING  

from Writing

Picture

MagiCORE

RUBRICS FOR LESSONS

Lesson
#||

WRITING A POLISHED PIECE

Once you have revised and edited your rough draft, it is time to create a polished piece.



Subtopic #1: Looks
Subtopic #2: Diet
Subtopic #3: Temperament



should think about three main subtopics using facts.

should show

Name: _____
Date: _____

PLANNING

✓ + 😊	✓ 😊	✓ - 😞
I selected a topic I am an expert on.	I selected a topic I know a little about.	I selected a topic I do not know about.
I outlined 3 clear subtopics. I know at least one fact about each subtopic.	I outlined two clear subtopics. I know at least one fact about each subtopic.	I outlined one clear subtopic. I know at least one fact about my subtopic.

REPORT TEACHING & LEARNING RUBRIC

Name: _____

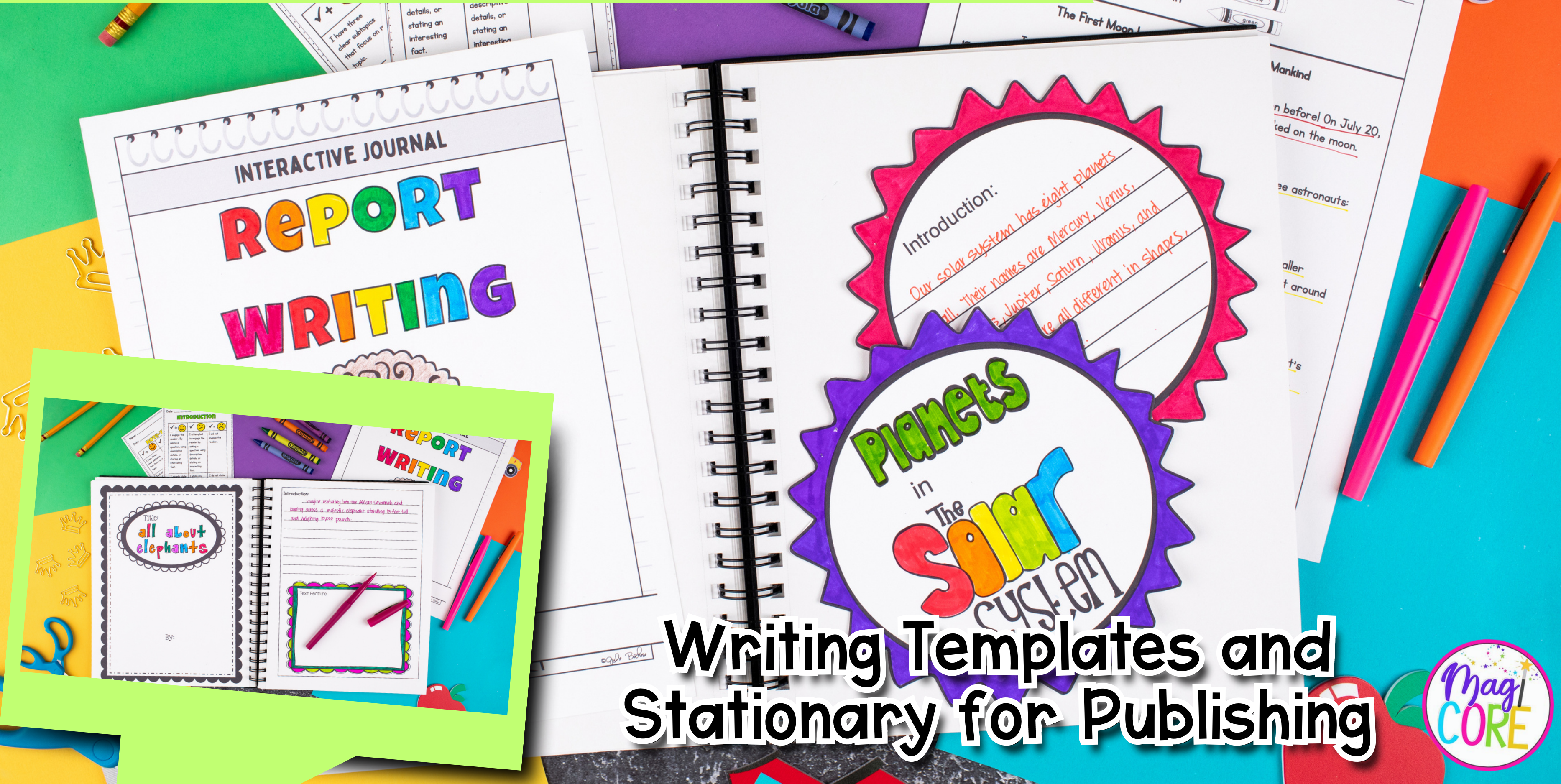
Date: _____

Element	Evidence from Writing
I can write an introduction that <ul style="list-style-type: none">▪ Tells my topic▪ Engages the reader	
I have three clear subtopic paragraphs that are written in "cheeseburger" format.	
I have three or more facts and details for each subtopic.	
I have a Conclusion that leaves reader satisfied <ul style="list-style-type: none">• Restates my topic• Keeps the reader thinking	
I can write with effective linking words and good vocabulary choice.	
I can write with proper punctuation, spelling, and grammar.	

Final Grade: _____



TEMPLATES & STATIONARY



Writing Templates and
Stationary for Publishing



SYSTEMIC TEACHING APPROACH

PARTS OF A REPORT

1. Title
2. Introduction
 - You introduce your topic.
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 - The main part of your report where you share all your information.
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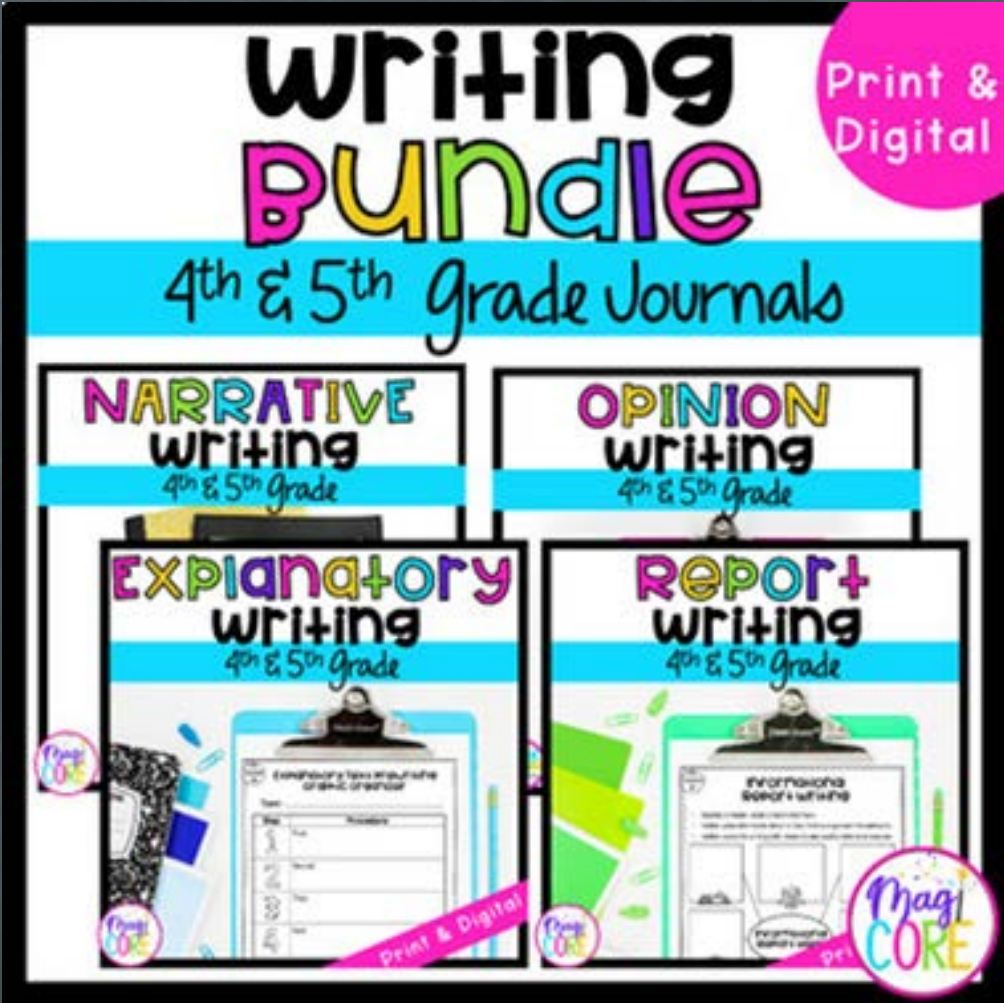
INTERACTIVE JOURNAL

REPORT WRITING

Encourage Good Writing Skills and Strategies Through Systemic Teaching Approach and Modeling



UPGRADE THEIR SKILLS!



Love this unit, but
need something
more?
TRY THE BUNDLE!

