

Making it Relevant:

A Report Outlining the Process for Writing the ENG4C Research Report

Comment [DB1]: Give your report a title that makes it clear to the reader what your report is about

Prepared by:

Student Name

ENG4CE

School Name

Prepared for:

Teacher's Name

School Name

Date

Summary

The purpose of this report is to inform the students of ENG4C how to write a research report. Specifically, this report focuses on the steps involved in researching, organizing, writing and formatting a report based on researching a real-world issue found in one of the novels studied in the ENG4C course.

Comment [DB2]: Your summary should be brief and give the reader a clear idea of exactly what he/she will read about in the report in the same order they appear in the report.

Beginning Research

Once you have chosen your topic, you will begin research. It's important to stay focused and remember your audience and purpose. Not all the information you find on your topic will be relevant or helpful for your audience. When conducting research, consider the following:

Comment [DB3]: Remember the criteria you've already learned for judging whether or not a website is reliable.

- i. Is this a reliable source?
- ii. Does this information answer one of my research questions? If not, should I create a new question?
- iii. Is this information relevant considering my audience and purpose?

Outline of the Report

You will create an outline for your report that indicates the headings and information you plan on including in your report. Headings will vary depending on the topic of the report but all reports should have a summary, and a section explaining how the issue was portrayed in your novel. See the sample outline below:

Summary: State purpose of report. Summarize the information provided

Portrayal of Crystal Meth Use in *Crank*: Summarize the way crystal meth is portrayed in *Crank*. Evaluate how realistic it is based on my research.

What is Crystal Meth: Explain what the drug is and why it's so dangerous

Symptoms and Warning Signs: Describe symptoms and warning signs of crystal meth use.

How to Get Help: Provide guidelines for getting help with an addiction either for yourself or for someone else. Make sure there are local resources provided.

Writing Your Rough Draft

Using this report as your template, write your rough draft. Don't forget to cite your work as you go. You must cite five different articles in total, but that doesn't mean you have to have a direct quotation from all of them. Whenever you use a piece of information that you didn't come up with yourself (even if you're not using the author's exact words) you need to cite it using APA format. If you don't cite your sources in the body of your report and in the References page, you might be accused of plagiarism (Stolley, K., Brizee, A., & Paiz, J. M., 2013). A good tool to help you with formatting your citations is Citation Machine (Warlick, 2010).

You must also include at least one piece of information in graphic form (e.g., a pie chart, bar graph, line graph, table, timeline, flow chart, diagram, etc.).

Editing and Revising your Rough Draft

You should have someone else edit your rough draft and then you will be responsible for revising it. In this stage of the writing process you will need to consider the following:

- i. Does the content of the report do what it sets out to do? Is it helpful and informative?
- ii. Is the level of language appropriate? Do I have any spelling or grammatical errors?
- iii. Have I cited my sources? Have I included a References page?
- iv. Does the format follow the format provided?
- v. Do headings, subheadings, and graphics help to make information clear?

Based on this evaluation, revise your report, correcting errors, and adding information as necessary.

Writing the Good Copy

Double-check your work. Make sure you've taken into account any editing suggestions. Submit your good copy to your teacher.

References

Stolley, K., Brizee, A., & Paiz, J. M. (2013, June 7). Avoiding Plagiarism. *Purdue OWL*:

Avoiding Plagiarism. Retrieved May 11, 2014, from

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Warlick, D. (2010, January 1). Citation Machine . *Citation Machine: Format & Generate*

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