

Making it Relevant:

A Report Outlining the Process for Writing the ENG4C Research Report

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.

**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:

- 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. Heading 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.

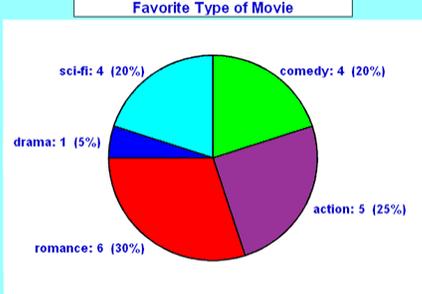
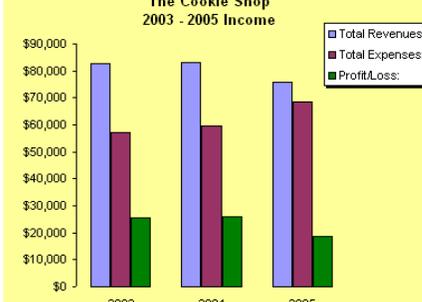
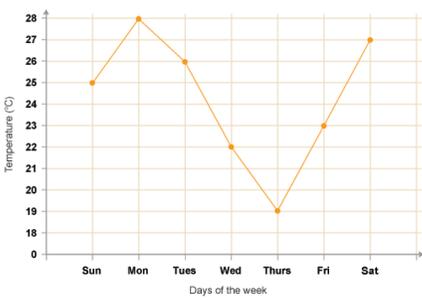
**How to Get Help:** Provide guidelines for getting help with an addiction either for yourself or for someone else. Make sure there are local resources provided.

### 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.). The type of graphic you choose should be based on the type of information you want to convey:

Type of Graphic	Explanation	Example																									
Tables	Data organized into columns and rows (This is a table).	<table border="1"> <thead> <tr> <th colspan="5">Community Courses -- Bath Autumn 1997</th> </tr> <tr> <th>Course Name</th> <th>Course Tutor</th> <th>Summary</th> <th>Code</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>After the Civil War</td> <td>Dr. John Wroughton</td> <td>The course will examine the turbulent years in England after 1646. 6 weekly meetings starting Monday 13th October.</td> <td>H27</td> <td>£32</td> </tr> <tr> <td>An Introduction to Anglo-Saxon England</td> <td>Mark Corrie</td> <td>One day course introducing the early medieval period reconstruction the Anglo-Saxons and their society. Saturday 19th October.</td> <td>H28</td> <td>£18</td> </tr> <tr> <td>The Glory that was Greece</td> <td>Valerie Lorenz</td> <td>Birthplace of democracy, philosophy, herald of the city, home of argument. The Romans may have done it but the Greeks did it first. Saturday day school 25th October 1997</td> <td>H30</td> <td>£18</td> </tr> </tbody> </table>	Community Courses -- Bath Autumn 1997					Course Name	Course Tutor	Summary	Code	Fee	After the Civil War	Dr. John Wroughton	The course will examine the turbulent years in England after 1646. 6 weekly meetings starting Monday 13th October.	H27	£32	An Introduction to Anglo-Saxon England	Mark Corrie	One day course introducing the early medieval period reconstruction the Anglo-Saxons and their society. Saturday 19th October.	H28	£18	The Glory that was Greece	Valerie Lorenz	Birthplace of democracy, philosophy, herald of the city, home of argument. The Romans may have done it but the Greeks did it first. Saturday day school 25th October 1997	H30	£18
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Charts and flow charts	Shows the relationships between elements. Flow charts indicate a sequence of steps.	<pre> graph TD     Start((Start)) --&gt; AlarmRings[Alarm Rings]     AlarmRings --&gt; Ready{Ready to Get Up?}     Ready -- NO --&gt; Snooze[Hit Snooze Button]     Snooze --&gt; Relay[Relay]     Relay --&gt; AlarmRings     Ready -- YES --&gt; Climb[Climb Out of Bed]     Climb --&gt; End((End))     </pre> <p>Created by Edraw</p>																									
Diagrams	Simple line drawings that represent an object.																										
Times lines	Show an order of events.																										

<p>Pie chart/graph</p>	<p>Shows divisions, relationships, and parts of a whole.</p>	 <p><b>Favorite Type of Movie</b></p> <table border="1"> <thead> <tr> <th>Movie Type</th> <th>Count</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>romance</td> <td>6</td> <td>30%</td> </tr> <tr> <td>action</td> <td>5</td> <td>25%</td> </tr> <tr> <td>sci-fi</td> <td>4</td> <td>20%</td> </tr> <tr> <td>comedy</td> <td>4</td> <td>20%</td> </tr> <tr> <td>drama</td> <td>1</td> <td>5%</td> </tr> </tbody> </table>	Movie Type	Count	Percentage	romance	6	30%	action	5	25%	sci-fi	4	20%	comedy	4	20%	drama	1	5%
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**Editing and Revising your Rough Draft**

You will need to have a peer 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. Review the rubric to ensure you've met the expectations. 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 <https://owl.english.purdue.edu/owl/resource/589/01/>

Warlick, D. (2010, January 1). Citation Machine . *Citation Machine: Format & Generate Citations APA, MLA, & Chicago*. Retrieved May 11, 2014, from <http://www.citationmachine.net/>