

Writing Workbook

Report

Genre: _____



Example of a Report – with framework.

The Honey Bee

The honey bee is an insect.

The honey bee is bright yellow and orange. It is 12mm long and has six legs. The honey bee has three separate parts to its body.

This insect lives in all parts of Australia.

These bees collect nectar for honey. They dance on the honeycomb to show the other bees where the best flowers for honey are. Honey bees may fly 20,000 km to collect enough nectar for 500g of honey.

Most people like the honey that the bees work so hard to make.

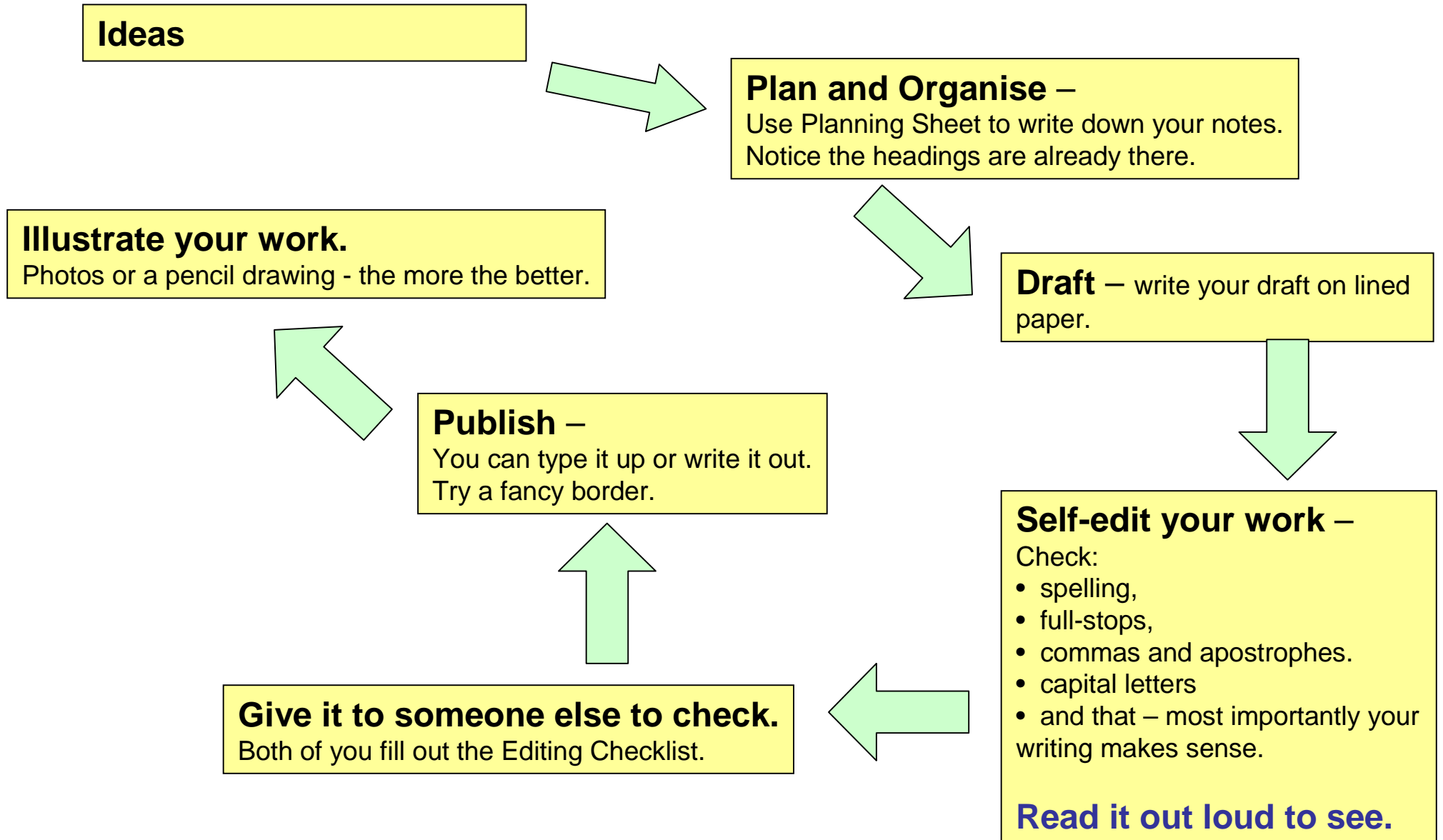
REPORT

- Classification or Generalisation
 - What is the focus?
- Description
 - What are the important features to be elaborated?
- Summarising Comment

Report Framework

Brainstorm: What makes a good report?

The Writing Cycle



Report Brainstorm:

Planning - Use dot points under each heading. Then write your draft.

Animal:

CLASSIFICATION: What is it? What class does it belong to?

DESCRIPTION: What attributes does it have? Eg. Size, shape, features, colour, etc ... *A picture here is a good idea.*

LOCATION: Where and / or when is it / was it found? *You may like to add a map.*

DYNAMICS: What does it eat? How does it live? How does it survive the harsh environment?










SUMMARISING COMMENT: Interesting facts you found out.

Sketches and pictures:

--

List of places you got information:

--

Editing checklist	Me	Other	Comments
Does my writing make sense?			
Is your writing correctly punctuated?			
Is it edited by the writer?			
Is it edited by someone else?			
Does the writing have the main features of a REPORT?			
Description of animal included			
Information researched - (2 sources)			
References included			
Followed headings			
Included diagrams, pictures, maps etc.			
Used headings for layout			
A title			
<p>Student Reflection: How happy are you with your report? Circle the appropriate faces</p> <p>          </p>			