**Shared Report Writing**

Break into groups of three or four. Pick a topic that is of interest to the group and that relates to the topic being studied in class. Then develop 3-4 questions that should be answered in the report. Assign at least one question to each member of the group. Talk about where you might find the best information that will answer the questions generated and develop a research plan for answering each question.

TOPIC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QUESTIONS TO ANSWER:

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| --- | --- | --- |
| **Question** | **Who** | **Where to Get Information** |
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Now each member conducts his/her own research to find the answers to the questions. When finished, the group reconvenes and each member orally shares what information was found. The group should decide which information they want to include in their final report and what they will not include.

Before writing the report together, decide as a group how the report will be organized. Discuss how you will capture the audience’s attention in the beginning of the report, the order of information, and what the summary (end) of the report will include.

**Planning the Report**

Take notes as a group about what will be included in each part of the report. Write the opening and ending paragraph together and assign at least one middle paragraph to each member of the group.

|  |  |
| --- | --- |
| **Paragraph** | **Notes** |
| **Opening**  How will the topic be intro-duced?  How will you get the reader’s attention? |  |
| **Paragraph 2:**  **Topic:** |  |
| **Paragraph 3: Topic:** |  |
| **Paragraph 4:**  **Topic:** |  |
| **Ending Paragraph:**  What are the “big ideas” that will be included? |  |