

Name: _____

Organizing a Report From a Web or Outline

The Introduction

1. Look at your web or outline. Write a topic sentence about the main idea of your report.

The Body

2. Write sentences for each of the other topics on your web or outline. If you are using a web, write a sentence about each of the phrases or words in the big circles. If you are writing from an outline, write a sentence about each of the words or phrases listed by each Roman numeral.

The Conclusion

3. In the conclusion, you must say again what you have written in the introduction and body of your report. You must use different words than you used the first time. A good way to do this is to write several concluding sentences. Read over your sentences and choose the best one.

Possible conclusion #1

Possible conclusion #2

Possible conclusion #3

Circle your best sentence. Use that to begin your conclusion. Write several more sentences that remind your readers of the details that support your conclusion.