

Name: _____

Organizing a Report Without a Web or Outline

The Introduction

1. Make a list of at least three important things about your topic.

2. Circle the idea that is the most important. That will be your main idea. Write a topic sentence about your main idea.

3. Write sentences for your other important ideas. Add those sentences after your topic sentence. This will be your introduction.

The Body

4. Each paragraph in the body of your report will be about one of the sentences in your introduction. Each of the sentences should have at least three supporting details. Each detail will be a new sentence.

Paragraph #1

Paragraph #2

Paragraph #3

Paragraph #4

The Conclusion

4. 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.

Congratulations! You have a rough draft of your report.