

Purpose: Why am I writing this research paper?

Audience: Who will I share my paper with when it is completed?

Forms: What kinds of writing will I use in my project?

- I could write a report using paragraphs, lists, maps, charts, graphs, photos or pictures.
- I should conference with my teacher to decide what forms to use.

Step Two: I WILL COLLECT MY INFORMATION

I will check off the sources I think I might use.

books _____	an expert _____	field trips _____
magazines _____	newspapers _____	a librarian _____
dictionary _____	card catalogue _____	films _____
pictures _____	thesaurus _____	encyclopaedia _____
film catalogue _____	graphs _____	records _____
Other sources _____		

I will list the sources I did use when my paper is finished.

Name/Title of Source	Type of Reference (e.g. book, movie, etc.)	Author	Publishing Company (film company, etc.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Step Three: I WILL ORGANIZE THE INFORMATION

I am going to review my information on page thirty-nine to come up with main ideas or sub-topics about my main topic. In the boxes below, I will write my sub-topics on the lines provided. On the lines below each sub-topic, I will write down fitting questions from page thirty-nine or any other ideas I have about that sub-topic. This will help me to organize my questions. It will help me decide on the sources I will need to use to find the answers.

Sub-Topic

Sub-Topic

Sub-Topic

Main Topic

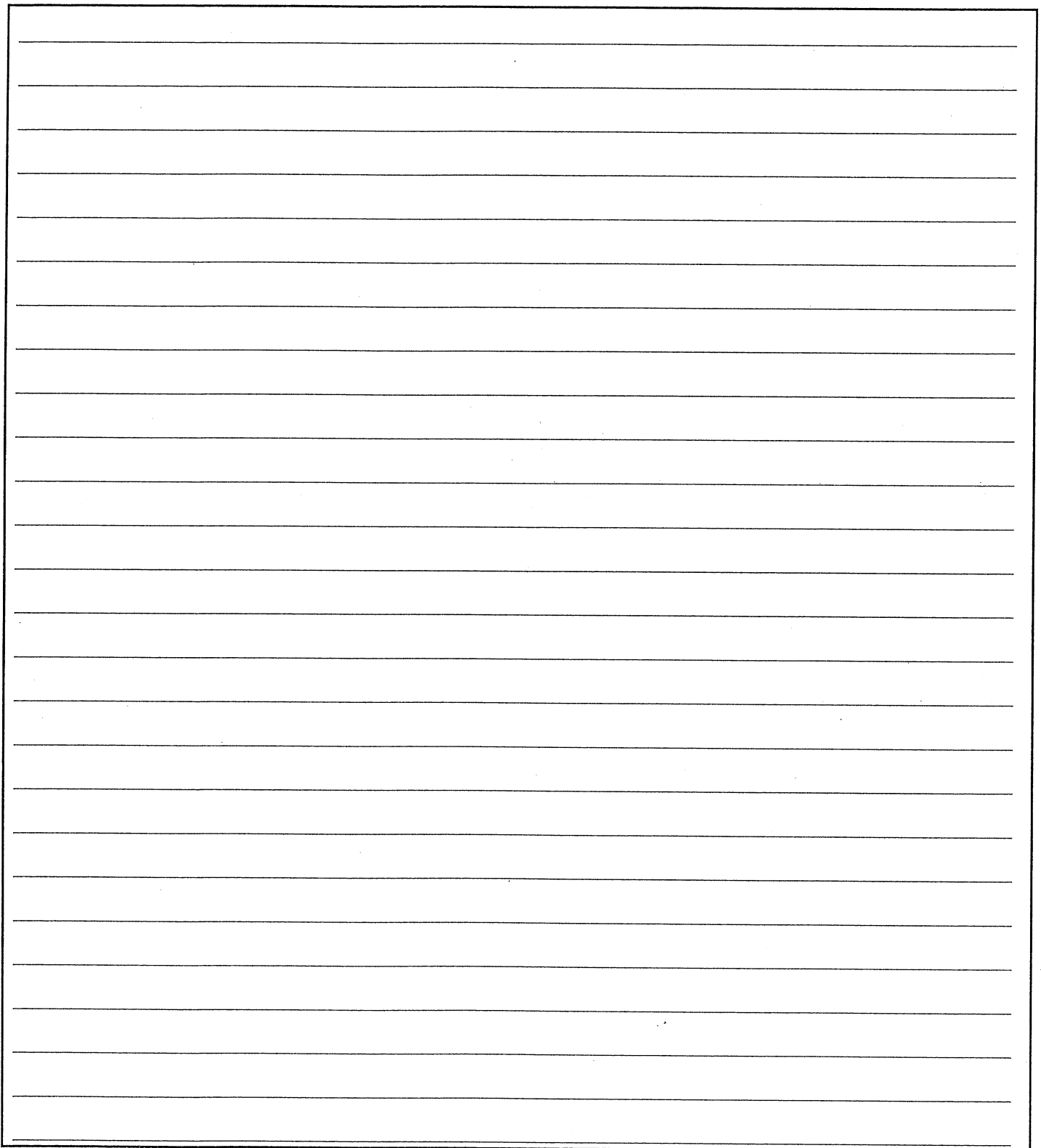
Sub-Topic

Sub-Topic

Sub-Topic

Write Your First Draft

I am ready to write my first draft using the space below. I am going to use the information in the boxes on page forty-two. I will write about each sub-topic in the order I selected on page forty-two. I am going to write using complete sentences and I will be sure to reorganize all the ideas in my own words.

A large rectangular box with a double-line border, containing 25 horizontal lines for writing. The lines are evenly spaced and extend across the width of the box, providing a template for a first draft.

A large rectangular area with horizontal lines, resembling a writing template or a form for notes. The lines are evenly spaced and extend across the width of the page, leaving a small margin on the left side. The entire area is enclosed in a thin black border.

Revise, Edit, Proofread

REVISE

I can improve my draft by revising it.

- I can:
- add ideas
 - leave out ideas
 - exchange one idea for another
 - add charts or graphs
 - rearrange my ideas
 - change my sentences
 - change my wording
 - add diagrams or photos

EDIT

I can improve my draft by editing it with others.

A writing partner, my teacher, an editorial group or members of my family can help me to:

- say clearly what I want to say
- include all necessary information
- write a good beginning, middle and end
- make good word choices
- vary sentence length and construction
- stay on topic

PROOFREAD

I can improve my draft by proofreading it or having someone else proofread it.

- Have I used capital letters correctly?
- Have I punctuated my sentences properly?
- Did I spell words correctly?
- Did I use words correctly?
- Did I use proper form in indenting, titles and margins?
- Is my handwriting clear and easy to read?