

High-Performance Writing—Advanced Report Writing	Lessons									
	1	2	3	4	5	6	7	8	9	10
Works cooperatively to develop criteria for evaluating a research report	✓									✓
Understands the elements of a research report	✓									✓
Participates in brainstorming to develop a list of topics for a report on an ancient civilization	✓									
Identifies categories to direct research	✓									
Uses a web to organize ideas	✓									
Prepares note cards for each heading and subheading to be investigated	✓			✓	✓	✓				
Sorts note cards into categories	✓									
Uses outlining conventions	✓	✓					✓			
Understands the purpose of a table of contents		✓								
Understands the organization of an index		✓								
Uses an index to find information		✓								
Prepares a preliminary outline for a report		✓								
Identifies key words in sources and records them on research note cards			✓	✓	✓	✓				
Identifies sources of information for a report			✓							
Evaluates sources of information for a report			✓							
Records bibliographical information about sources (encyclopedia, book, magazine, Web site) on source cards			✓	✓	✓	✓				
Understands that a paragraph has a topic sentence, detail sentences, and a concluding sentence				✓				✓	✓	
Understands the purpose of a topic sentence				✓				✓	✓	
Locates topic sentences and concluding sentences in given paragraphs				✓						
Explains how detail sentences relate to topic sentences in given paragraphs				✓						
Recognizes sentences that do not relate to topic sentences in given paragraphs				✓						
Understands the purpose of a concluding sentence				✓						
Writes a topic sentence and a concluding sentence for a given paragraph				✓						
Writes a thesis statement for a set of paragraphs				✓						
Takes notes from an encyclopedia source, using appropriate research note cards				✓						
Takes notes in a specific ink color for each type of source				✓	✓	✓				
Recognizes transition words, phrases, and sentences and understands their purpose					✓			✓	✓	
Identifies transition words, phrases, and sentences in a given set of paragraphs					✓					
Understands the structure of a report: introductory paragraph, content paragraphs, concluding paragraph					✓			✓		
Takes notes from an Internet source, using appropriate research note cards					✓					
Understands the purpose of a map title and a map legend						✓				
Understands the reason for acknowledging work copied from sources						✓				
Takes notes from a nonfiction book, using appropriate research note cards						✓				
Writes a title and a legend for a map						✓				
Writes an acknowledgment for a map						✓				
Understands the structure of a simple sentence							✓		✓	
Identifies the subject and the predicate in a simple sentence							✓			
Understands the structure of a compound sentence							✓		✓	
Understands the use of the conjunctions <i>and</i> , <i>but</i> , and <i>or</i> in compound sentences							✓		✓	
Identifies main clauses in compound sentences							✓			
Identifies subjects and predicates in compound sentences							✓			
Identifies conjunctions in compound sentences							✓			

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Revises a preliminary outline and writes a final outline based on information collected during research							✓			
Selects the best conjunction for a given compound sentence							✓			
Understands the structure of a complex sentence								✓	✓	
Identifies subjects and predicates in main clauses and subordinate clauses in complex sentences								✓		
Understands that a main clause may be separated by a subordinate clause								✓		
Writes a title for a report								✓		
Understands the purposes of an introduction: to grab the readers’ attention, to tell the readers the thesis statement; to give the readers background information; to tell the readers what they will learn								✓		
Understands strategies for getting the readers’ attention: asking a question, giving an interesting fact or statistic, quoting an expert, relating a short story about the topic								✓		
Writes an introduction that includes a thesis statement, background information, and a summary of what the readers will learn								✓		
Indents paragraphs								✓		
Organizes research note cards to match final outline								✓		
Drafts a report from research note cards								✓		
Writes at least one paragraph for each main heading in the outline								✓		
Writes a topic sentence, detail sentences, and a concluding sentence for each paragraph in a report								✓		
Uses transition words, phrases, and sentences								✓		
Writes a conclusion that restates the thesis, summarizes the information, and gives the writer’s final thoughts on the topic								✓		
Identifies main clauses in complex sentences								✓		
Identifies subordinate clauses in complex sentences								✓		
Varies the word order in sentences									✓	
Works cooperatively to evaluate a given report									✓	
Participates in peer editing and evaluation									✓	
Edits each paragraph of a report for topic sentence, detail sentences, and concluding sentence									✓	
Edits each paragraph of a report for transition words, phrases, and sentences									✓	
Edits a report to include compound sentences									✓	
Edits a report to include complex sentences									✓	
Edits a report to vary the word order in sentences									✓	
Proofreads a report									✓	
Uses proofreading marks									✓	
Publishes a report										✓
Prepares a title page for a report, including title, author’s name, illustration										✓
Writes a final copy of a report, including illustrations and incorporating editing and proofreading changes										✓
Prepares a bibliography for a report from source cards										✓
Assembles the parts of a report in a prescribed order and numbers the pages										✓
Presents a report										✓