

CONTENTS

Pre-Research	1
Research and Taking Notes	2
Resources	3
Organizing Notes	4
Report Outline	5
Report Requirements	7
Writing Your Report	8
Bibliography Guidelines	11
Areas of Social Studies: Definitions	13
Ideas List: Social Studies Questions	14
Culture	14
Economics	15
Exploration and Migration	16
Geography	16
Government and Politics	17
History	19
Labor	20
People	20
Religion	21
Ideas List: Health Questions	22
Nutrition and Toxins	22
Diseases and Medicines	23
The Senses	24
Dentistry	25
Body Systems	26
General Medicine	27
Famous Discoveries	27
Sports and Conditioning	28

Report Writing

Notes to the Teacher

This guide is for teachers who want their students to master the skills needed to produce high quality, carefully researched, and well-organized reports.

Included in the guide are step-by-step instructions and samples for students in the areas of:

Pre-research

Research and taking notes

Resource materials

Organizing notes

Writing an outline

Writing the rough copy from the outline

Editing and proofreading

Writing the final report

Writing a bibliography

The process of writing a report often seems like an enormous task to students. With this step-by-step guide, the task will seem much less daunting. Students are provided with checklists to help them prepare for the report from the moment it is assigned. Tips for adding interest to a report will keep the students enthusiastic about their subjects, and the first draft checklist will help the writers make their reports the best they can be.

This guide also includes **186 challenging ideas** for reports on social studies and health topics. The questions will stimulate students to think about their interests in these areas. In the course of looking over such lists, students often come up with their own ideas for reports.

May your students' reports be a joy to read!

To the teacher: Following are two sample outlines that can be handed out to students to use as guides when they reach the outline writing stage of their reports (pp. 5-6).

(Sample outline– in full sentences)
Snakes

- I. Some statistics and information about snakes.
 - A. Snakes are reptiles.
 1. Snakes are related to lizards, turtles, alligators, and crocodiles.
 - a. Snakes are cold-blooded animals.
 - b. They shed or slough their skin several times a year.
 2. Scientists believe that snakes developed from lizards millions of years ago.
 - B. Snakes vary in size.
 1. Snakes can be as small as a few inches long.
 2. Snakes can be over 30 feet long.
 3. Some snakes weigh as much as 330 pounds.
 - C. How snakes have their young.
 1. Most snakes lay eggs.
 - a. Snakes' eggs have soft shells.
 - b. Snakes lay from five to 30 eggs at a time.
 - c. Pythons lay 50 eggs or more at a time.
 2. Adders and anacondas have live young.
 - a. The gestation period of snakes lasts two to three months.
 - b. Some kinds of snakes bear more than one hundred baby snakes at a time.
- II. The kinds of snakes that can be found.
 - A. There are about 2,700 kinds of snakes.
 - B. Some snakes are called vipers.
 1. Vipers are poisonous.
 2. There are pit vipers and true vipers.
 - C. Some snakes are called constrictors.
 1. Constrictors coil around their prey and suffocate it before swallowing it.
 2. Constrictors include boas, bull snakes, and pythons, among others.
- III. Where snakes can be found.
 - A. Most snakes live in tropical areas.
 - B. Snakes can be found in forests, deserts, rivers, and seas.

(Sample outline– abbreviated phrases)

Egyptian Pyramids

- I. Three types of pyramids
 - A. Step pyramids
 - B. Bent-angle pyramids
 - C. Straight-sided pyramids
- II. When pyramids were built
 - A. Circa 3000-1500 B.C.
 - B. First pyramid built about 2650 B.C.
- III. Why pyramids were built
 - A. Permanent tombs of Egypt's kings
 - 1. Protected king's body and goods
 - 2. Place from which king's soul could travel
 - a. Hieroglyphic spells on walls helped king travel to stars
 - b. Sloping sides of pyramid signified sun rays by which soul could climb to the sky
 - B. Temples
- IV. How pyramids were built
 - A. Who built the pyramids
 - 1. Ordinary citizens of Egypt paid labor tax by helping build pyramids
 - 2. 100,000 men believed to work on pyramid for three to four months each year
 - B. Tools and equipment used
 - 1. Stones
 - 2. Masonry tools
 - 3. Ramps
 - 4. Sleds
 - 5. Ropes of papyrus
 - 6. Wooden poles
- V. Interior design of pyramids
 - A. Entrance
 - B. Chambers
 - C. Family member tombs
 - D. Gallery
 - E. Air passages

