



## Kids InfoBits Toolbox – Organizing a Report

The **Kids InfoBits Toolbox** tip sheets are designed to help young researchers prepare a written report. This document will explain how to **organize your report** with an introduction, body, and conclusion.

Need more help with your report? Visit <http://solutions.cengage.com/gale-training/materials/tip-sheets/> for more **Kids InfoBits Toolbox Tip Sheets!**

After researching your topic and creating a web, you are ready to begin writing your report. You might be wondering what would be the best way to begin writing the actual report. The key here is to organize the work that you have already done.

A report has three main parts to it. You can think of a report as being like a person.



At the top of a person, there is a head, followed by a body, and then, legs.



The **introduction** tells the reader what you are writing about. The **body** gives details about the sentences in your introduction. The **conclusion** restates your idea and wraps up your report.

A report has similar parts: an introduction, a body, and a conclusion.



← Introduction

← Body

← Conclusion

## **FOLLOW THESE STEPS IF YOU ARE WRITING FROM AN INFORMATION WEB OR AN OUTLINE**

It will be easy to decide what you will write about and the order in which you will write it if you are using a web or outline. You have already organized your ideas. The thing you must do now is to write an introduction.

### **The Introduction**

Read through your outline. Can you make a general statement about your topic? Our web and outline on cats can be used as an example. After looking over the outline, you can see that our introduction would likely include the word cats as well as refer to how cats have been loved by humans for a long time. This sentence will be our topic sentence. After you write a topic sentence, you will need to write several more sentences that tell the reader more about your topic sentence. You will get your ideas for these supporting sentences from your outline or web. Use the ideas in the smaller circles or the ideas listed by Roman numeral on your outline.

### **The Body**

The body of the report is easy to write once you have written an introduction. Each of the paragraphs in the body will be about one of the supporting sentences in the introduction. Each paragraph should have several sentences that are about the details from your web or outline. These details will be written underneath the circles on your web or will be the lower case letters that are written for each Roman numeral in an outline.

### **The Conclusion**

After you have written paragraphs for each of the ideas in your introduction, it will be time to write a conclusion. Conclusions can seem tough because you have already written all your ideas. You may be thinking that you have no more to say. It might make it easier for you if you realize that in the conclusion, you really don't have to add new ideas. For a good conclusion, all you have to do is write your main ideas in different words. You want to remind the reader about your main idea and how you proved your idea.

### **Example**

**Topic sentence:** Humans have loved Cats for many centuries.

**Conclusion:** As you can see, humans have loved cats since the time of the ancient Egyptians. With more than million cats in the world today, it is obvious that they still hold their appeal for humans.

**FOLLOW THESE STEPS IF YOU ARE NOT WRITING FROM AN INFORMATION WEB OR AN OUTLINE**

**Make** a list of some of the important points about your topic. You should be able to list at least three important things. If you cannot list at least three important things, you will need to do some more research.

**The Introduction**

Look at the list that you have written. What seems to be the most important idea? That will be your main idea. You will use that main idea to write a topic sentence. To finish writing your introduction, choose ideas from your list. These ideas will be your supporting details. Write a sentence for each supporting details. The topic sentence along with your sentences about the supporting details will all be put together to make your introduction.

**The Body**

The body will be easy to write once you have written your introduction. Each paragraph will be about one of the sentences in your introduction. Take a look at your topic sentence. Think about the details that you know about each sentence. Write sentences for these ideas.

**\*Tip:** You might find that you need to do more research as you begin writing your report. As you write sentences for each of the details, you may realize that you don't know enough to write an entire paragraph. This will not be too hard to do because you know just what information you are looking for.

**The Conclusion**

After you have written paragraphs for each of the ideas in your introduction, it will be time to write a conclusion. Conclusions can seem tough because you have already written all your ideas. You may be thinking that you have no more to say. It might make it easier for you if you realize that in the conclusion, you really don't have to add new ideas. For a good conclusion, all you have to do is write your main ideas in different words. You want to remind the reader about your main idea and how you proved your idea.

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You can download a worksheet to help you organize your report here:

<http://assets.cengage.com/training/OrganizeWithWebWksht.pdf>

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