Gale Resources Tip Sheet

Gale In Context Toolbox—How to Organize a Report

The **Gale In Context** toolbox tip sheets are designed to help middle school and high school researchers prepare a written report. This document will explain how to **organize your report.**

Getting organized means putting things in order. When you write a report, the things to put in order are paragraphs. There are many ways to put paragraphs in order to make a good report. If you aren't sure how to organize a report, here's one way you might do it. Divide your report into three sections:

- Call your **first paragraph** the **Introduction**.
- Call your **next paragraphs** the **Body**.
- Call your **last paragraph** the **Conclusion**.

Here's what you might put into each section:

Introduction

The introduction also has some stuff you can put in order. They're called points. Points are sentences that say what you think is important about your topic. Start by making a list of some things about your topic that seem important to you. Try to list at least three important things. If you can't think of three important things about your topic, you should do some more research.

Now look at your list. One of the things on your list is the main idea. Decide which one it is. Then write a **topic sentence** about it. The other things on your list are called supporting points. Write complete sentences for all of your supporting points. Then read these sentences. Find the one that agrees most with your main idea. The one that agrees most with your main idea is your first supporting point. Put it right after your topic sentence. Then find another supporting point that agrees with your main point. Write it as your second supporting point. You can add a third supporting point if you want.

Once you've covered all your points, your introduction is finished! If you've written a good introduction, people who read your report will be interested in the topic. They'll want to keep reading to find out what you have to say about it!

Body

You can also put your body paragraphs in order. First comes a paragraph about your main point. Next comes a paragraph about your first supporting point. Then comes a paragraph about your second supporting point. Next comes a paragraph about your third supporting point. What should you write in these paragraphs? Facts, details, and ideas that help explain your points. If you've written good body paragraphs, people who read your report will find plenty of information that supports your points.

Conclusion

The last paragraph you write in your report is the conclusion. In this paragraph, everything comes back to your main point. Start with a sentence about your main point. Then write a sentence or two that shows how your report proves your main point. Now congratulate yourself—your report is finished!

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

https://support.gale.com/doc/organize_ws

Need more help? Ask your librarian!

Gale, here for **everyone.**

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