

Guidelines for Report Writing

Find Your Focus

- An aspect of the issue or a perspective on which to focus your research paper
- Find an interesting or major theme which will become your thesis statement

Gathering Information/Note Taking

- Write down ONLY information that clarifies and supports your focus

Organize Information

- Who, what, when, where, why and how

Writing

- Statement of Problem/Thesis Statement
- Body (History of Problem, Extent of Issue, Impact and Possible Solutions)

Revision/Editing

- Eliminate irrelevant information
- Research additional information for gaps/missing supporting detail
- Have paper critiqued for:
 1. spelling
 2. punctuation
 3. capitalization
 4. word choice
 5. sentence structure

