



Task Title: Write a Short Research Report

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Task Description:

The learner will research a topic and write a report on the topic.

Competency: A: Find and Use Information
B: Communicate Ideas and Information
D: Use Digital Technology

Task Groups: A1: Read continuous text
B1: Interact with others
B2: Write continuous text
D2: Use digital technology

Level Indicators:

- A1.3: Read longer texts to connect, evaluate and integrate ideas and information
- B1.1: Participate in brief interactions to exchange information with one other person
- B2.3: Write longer texts to present information, ideas and opinions
- D.2: Perform well-defined, multi-step digital tasks

Materials Required:

- Pen and Paper and/or digital device
- Access to a word processing program such as Microsoft Word, or digitized task
- Access to research material such as the internet, books, articles or encyclopedia

Confirm report criteria have been met:

Although reading skills are involved in this Task, the emphasis of the evaluation is on note-taking and then writing the report.

- Each paragraph should have a main idea and there should be details to support the main idea.
- There should be some variety in vocabulary and sentence structure.
- There should be a list of resources used to research the topic.
- The final copy should have very few mechanical errors.

Learner Information

In secondary and post-secondary school students are often asked to research a topic and then write a report on what they have learned.

Tasks

You have been asked to write a research report. Complete the following tasks related to writing an essay.

Task 1: Choose a topic of personal interest that you would like to learn more about. Discuss with your instructor what you already know and what you would like to know. Form several questions that you hope the research will answer. Write them below.

Answer:

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Task 2: Use at least two research sources (books, articles, encyclopedia or Internet). As you read, take notes of important information that helps to answer your questions.

Task 3: Organize your notes into an outline, then write a rough draft. Your report should include at least three well-developed paragraphs (250-400 words), plus introduction and conclusion paragraphs. You may write your rough draft on paper, on the computer or in the digitized task space.

Answer:

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Task 4: Read over the draft of your report. Ask yourself: Do the ideas flow smoothly or do the sentences sound awkward? Are there details to support the main idea of each paragraph? Make changes as necessary.

Task 5: Proof-read your rough copy for spelling and grammar errors. You may use a dictionary, spell-check, or other resources to help you edit your report.

Task 6: List the resources that you used at the end of your research report. You should include the author and the title of each book or article.

Answer:

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Task 7: Rewrite or print off a final computer copy.

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Task 8: Hand in your research notes, your rough copy and your final copy.