



## Task Title: Write a Short Research Report

OALCF Cover Sheet – Practitioner Copy

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**Learner Name:** \_\_\_\_\_

**Date Started (m/d/yyyy):** \_\_\_\_\_

**Date Completed (m/d/yyyy):** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship   
Secondary School  Post Secondary  Independence

### 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 interaction 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

**Performance Descriptors:** See chart on last page

**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

**Instructor preparation:** Review the tasks with the learner to ensure understanding. Help the learner decide on a research topic. Ensure the learner has skills to take notes while reading reference material. Ensure the learner understands the importance of listing reference materials (confirm understanding of what constitutes plagiarism). The learner should be given an appropriate amount of time to research the topic and write the report.

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:**

Task Title: WriteaShortResearchReport\_SP\_A1.3\_B1.1\_B2.3\_D.2

**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:**

Task Title: WriteaShortResearchReport\_SP\_A1.3\_B1.1\_B2.3\_D.2

**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:**

Task Title: WriteaShortResearchReport\_SP\_A1.3\_B1.1\_B2.3\_D.2

**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.

### Performance Descriptors 1

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.3:	Integrates several pieces of information from texts			
	Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks			
	Identifies the purpose and relevance of texts			
	Skims to get the gist of longer texts			
	Infers meaning which is not explicit in texts			
	Compares or contrasts information between two or more texts			
	Uses organizational features, such as headings, to locate information			
	Follows the main events of descriptive, narrative, informational and persuasive texts			
	Obtains information from detailed reading			
B1.1:	Conveys information on familiar topics			
	Shows an awareness of factors such as social, linguistic and cultural differences that affect interactions in brief exchanges with others			
	Chooses appropriate language in exchanges with clearly defined purposes			
	Participates in short, simple exchanges			



Task Title: Write a Short Research Report\_SP\_A1.3\_B1.1\_B2.3\_D.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	Speaks or signs clearly in a focused and organized way			
B2.3:	Writes texts to present information, summarize, express opinions, present arguments, convey ideas or persuade			
	Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks			
	Selects and uses vocabulary, tone and structure appropriate to the task			
	Organizes and sequences writing to communicate effectively			
	Uses a variety of vocabulary, structures and approaches to convey main ideas with supporting details			
D2.2:	Selects and follows appropriate steps to complete tasks			
	Locates and recognizes functions and commands			
	Makes low-level inferences to interpret icons and text			

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## Performance Descriptors 2

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

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