

REQUIREMENTS

- **ALL REPORTS must include at least 5 paragraphs: 1 introduction paragraph, 3 body paragraphs, and 1 concluding paragraph.**
- **ALL REPORTS must begin with a hook and a thesis statement that tells the reader what the report will be about. (CAREER AFTER GRADUATION)**
- **ALL REPORTS must have a topic sentence, at least 3 supporting sentences, and a concluding sentence for each body paragraph, for a total of at least 5 sentences for each body paragraph.**
- **ALL STUDENTS must have at least 3 reliable sources of information (books, encyclopedias, newspaper articles, magazine articles, web sites). One of these sources must be a book (or other print resource is acceptable).**
- **ALL STUDENTS must include in-text citations for each fact provided. This includes direct quotes and paraphrasing.**
- **ALL STUDENTS must have a cover/title page at the beginning of the report, and works cited page attached to the end of the report.**
- **ALL REPORTS must have correct spelling, punctuation, and grammar. Please proofread your final copy carefully before turning it in.**
- **ALL STUDENTS only need to turn in ONE final copy of the report with a cover/title page and a works cited page. Please do not turn in any other items, such as note cards, outlines, or bibliography cards with your report. (See Research Report Rubric or the April/May calendar for DUE DATES for any other graded assignments.) Please type your working copy in a Word or Open Office document and save it in “My Documents.” Double or single-spaced, 12 or 14-point black font, Times New Roman (or other academic font).**
- **RESEARCH REPORTS ARE WORTH 100 POINTS**