

WHEN WRITING A RESEARCH REPORT

BE SURE TO:

- Choose a topic that will stimulate the reader's interest
- Locate and evaluate source materials carefully
- Obtain information from a variety of sources including books, web sites, magazines, films, organizations, institutions, and interviews
- Work systematically and take notes
- Back up all topic sentences with supporting facts
- Use pronouns correctly
- Provide graphs, charts, and data if they are needed
- End the report conclusively

