

		Act: 7W10
Grade: 7	Strand: Writing	Concept: Writing the first draft of a report
Description of Task:	Students write the first draft of a report, use a template to organize their information into paragraphs. (This activity may be completed as a component of a series of activities that support the research process: 7R6 (Creating a K-W-L Chart) 7W9 (Organizing information to write a report) 7W10 (Writing the first draft of a report) 7OVC4 (Presenting a research project).)	
Expectations:	7e1 • communicate ideas and information for a variety of purposes (to outline an argument, to report on observations) and to specific audiences, using forms appropriate for their purpose and topic (e.g., write a lab report for an audience familiar with the scientific terminology); 7e2 • use writing for various purposes and in a range of contexts, including school work (e.g., to make point-form notes from a text, to jot down personal impressions); 7e3 • organize information to develop a central idea, using well-linked and well-developed paragraphs;	
Software Type:	Word Processing Concept Mapping	
Computer Skills Prerequisite	Students must be able to: <ul style="list-style-type: none">• Run <i>Smart Ideas</i> and open the template file• Enter text into the text boxes in the template• Save and print completed work	
Student Instructions: (for teacher)	<ol style="list-style-type: none">1. Ensure students have completed research for the report and that material is ready to be entered into the template. If they have completed 7W9, they can use the information from their web.2. Review structure of body paragraphs for the five-paragraph essay (introduction, three body paragraphs, conclusion). (see template)3. Remind students to start with their thesis statements and to ensure that all of their material ultimately supports them.4. Remind students to save and print their work.	
Teacher Notes:	<p>Using this template will help students ensure that they have enough information and data and that all of their material supports their theses before they begin writing drafts of their reports. Teachers can review the completed templates as a last step before students begin writing. As well, the template provides students with thumbnail sketches of the bodies of their reports to help guide them as they write.</p> <p>The template which accompanies this activity has been created using <i>Smart Ideas</i>. Another alternative is to have students use a table to record their sub-topics and key points. An example of this organizer is provided in <i>Think Literacy: Cross-Curricular Approaches, Grades 7 – 12, Ontario Ministry of Education, 2003</i>. p. 145</p> <p>Related offline activities:</p> <ul style="list-style-type: none">• Students can share their templates with others for feedback.• Students can begin drafting their essays.• Students can do further research to fill in any gaps in their information. <p>Activity Template File: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Student Instruction BLM: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p>	
Assessment:	Does all of the information support the students' theses? (curriculum) Does the information support each of the main points? (curriculum) Are their ideas organized logically? (curriculum) Are their ideas expressed clearly? (curriculum) Do they need to do more research to support their theses? (curriculum)	