

WRITE SOURCE

Report Writing

2

LESSON 57

Writing a Report

Revise & Edit & Publish



Prewrite

Write

Revise

Edit

Publish



Write a beginning paragraph.



Answer your gathering grid.

- Use details from the gathering grid
 - Introduce your topic in the first sentence.
 - Answer the first question on the gathering grid.
-
- Answer the questions in order.
 - Use one paragraph to answer one question.

Gathering Grid

Topic: Leafy Sea Dragon

1. What does the animal look like?

sea horse
green and yellow
leaves

2. Where does it live?

kelp forests
ocean
Australia

3. What does it eat?

tiny shrimp
small fish
uses mouth like a straw

4. What are other interesting facts?

father takes care of the baby's
pouch on his body



Using his gathering grid, Robin wrote his first draft of the report. Now he is going to revise, edit and publish it.



The leafy sea dragon is unusual. It looks like green and yellow leaves.

It lives in the ocean by Australia it hides in kelp forests.

The sea dragon eats tiny shrimp and small fish. It uses its mouth like a straw.

The father sea dragon takes care of the babys. He keeps them in a pouch.

Today we'll learn ...



The Writing Process of a Report:

Revise & Edit & Publish



Step 1: Read

Pay attention
to the
highlighted
parts.

Do we
need to add
something?

The leafy sea dragon is unusual.
It looks like green and yellow leaves.

It lives in the ocean by Australia
it hides in kelp forests.

The sea dragon eats tiny shrimp and
small fish. It uses its mouth like a straw.

The father sea dragon takes care
of the babys. He keeps them in a pouch.

Let's Learn

Step 2: Add

Check all
the details I
added.

What words
or phrases are
added?

The leafy sea dragon is unusual.
It looks like ^{a seahorse with} green and yellow leaves.

It lives in the ocean by Australia
it hides in kelp ^{Kelp is giant seaweed.} forests.

The sea dragon eats tiny shrimp and
small fish. It uses its mouth like a straw.

The father sea dragon takes care
of the babys. He keeps them in a pouch ^{on his body}.

Step 1: Read and check

Check for
the following
mistakes:

☒ Capital letters

☒ End marks

☒ Spelling

The leafy sea dragon is unusual.
It looks like ^{a seahorse with} green and yellow leaves.

It lives in the ocean by Australia
it hides in kelp forests. ^{Kelp is giant seaweed.}

The sea dragon eats tiny shrimp and
small fish. It uses its mouth like a straw.

The father sea dragon takes care
of the babys. ^{on his body} He keeps them in a pouch.

Step 2: Correct

How are
the mistakes
corrected?

☒ Capital letters ≡

☒ End marks ⊙

☒ Spelling ○

The leafy sea dragon is unusual.
It looks like ^{a seahorse with} green and yellow leaves.

It lives in the ocean by Australia ⊙
^{Kelp is giant seaweed.}
it hides in kelp forests. ^

The sea dragon eats tiny shrimp and
small fish. It uses its mouth like a straw.

The father sea dragon takes care
of the babys. He keeps them in a pouch. ^{on his body}
^{babies}

Robin made
a neat copy.
Is it ready to be
published?



1

2

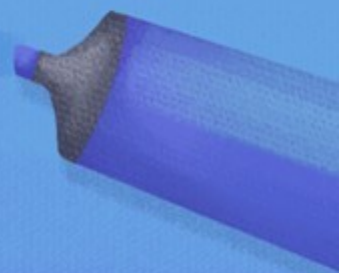
The leafy sea dragon is unusual. It looks like a seahorse with green and yellow leaves.

It lives in the ocean by Australia. It hides in kelp forests.

The sea dragon eats tiny shrimp and small fish. It uses its mouth like a straw.

The father sea dragon takes care of the babies. He keeps them in a pouch on his body.

3



Let's Learn

Indent
the first
sentence
of each
paragraph.

Leafy Sea Dragon

The leafy sea dragon is unusual. It looks like a seahorse with green and yellow leaves.

It lives in the ocean by Australia. It hides in kelp forests.

The sea dragon eats tiny shrimp and small fish. It uses its mouth like a straw.

The father sea dragon takes care of the babies. He keeps them in a pouch on his body.



Skip the
first line
for the
title.

3
Copy all the
corrected
sentences.

4
You may
add a
drawing.

Let's Do



Check the screenshot of your first draft about Whale Sharks.

Revise and edit it with your teacher.



Let's Do

Publish



Prewrite

Write

Revise

Edit

Publish



- Read
- Add more details

- Capital letters
- End marks
- Spelling

- Title
- Indent
- A neat copy