



Task Title: Write a Short Research Report

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes ☐ No ☐

Goal Path:

Employment	<input type="checkbox"/>	Apprenticeship	<input type="checkbox"/>
Secondary School	<input type="checkbox"/>	Post Secondary	<input type="checkbox"/>
		Independence	<input type="checkbox"/>

Task Description: The learner will research a topic and write a report on the topic.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.3
- Communicate Ideas and Information/Interact with others/B1.1
- Communicate Ideas and Information/Write continuous text/B2.3
- Use Digital Technology/D.2

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

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.

Work Sheet

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 your questions below.

Answer:

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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.

Answer: No written response required here.

Task completed: Yes: ☐

Task 3: Organize your notes into an outline, then write a rough draft of your report. It 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 provided.

Answer:

Task 4: Read over your draft 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.

Answer: No written response required here.

Task completed: Yes: ☐

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.

Answer: No written response required here.

Task completed: Yes: ☐

Task 6: At the end of your research report, list the research resources that you used. You should include the author and the title of each book or article.

Answer: No written response required here.

Task completed: Yes: ☐

Task 7: Rewrite or print off a final computer copy of your report.

Answer: No written response required here.

Task completed: Yes: ☐

Task 8: Hand in your research notes, your rough copy and your final copy.

Answer: No written response required here.

Task completed: Yes: ☐
