

## Grade 12 College: Research Skills & Report Writing

### Learning Goals:

- To identify and analyze perspectives in a text (critical literacy)
- To reflect on skills and strategies - metacognition, use of feedback and conferencing
- To generate, explore and focus ideas for report writing using a variety of source material
- To evaluate different sources - are they accurate, scholarly and complete?
- To use formal writing techniques and appropriate written conventions to create a research report.

### Task Checklist:

#### ☐ **Step 1: Choose a research topic (from the list or own choice)**

You may adjust the topic to share your ideas and focus

You may not use the same topic for your independent research study.

#### ☐ **Step 2: Using your research topic, identify your areas of research:**

- ☐ *Complete Research Question Form* in Google Classroom

Think about:

- ☐ What questions do you have? What are you going to prove?
- ☐ What 3 (minimum) arguments/support are you going to use to support your ideas?

#### ☐ **Step 3: Use the Research Graphic Organizer to gather information and sources:**

- ☐ *Complete Graphic Organizer Doc* in Google Classroom
- ☐ You will need to locate a minimum of 2 sources

#### ☐ **Step 4: Using the information in your graphic organizer, create a formal research report:**

- ☐ *Complete Report in a Google Doc.*

Create a 1 - 2 page APA research report using the following checklist:

- ☐ 12 point font & double spaced
- ☐ Arial, Calibri or Times New Roman Font
- ☐ Title Page with the title of report, your name & School Name
- ☐ Headings for Each Section: Bolded only
- ☐ Introduction: Explanation of what your topic is
- ☐ 3 Body Paragraphs: Each body paragraph is 1 of your 3 questions/arguments
- ☐ APA Citations for all direct and paraphrased information
- ☐ Conclusion: Restates your topic
- ☐ APA Reference List for all sources

## Research Report Assessment

| My Next Steps are: | Success Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | I'm efficient with: |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
|                    | <p>Knowledge:<br/>I have demonstrated detailed knowledge of my topic through the answers provided by my research questions. This is provided in my Research Graphic Organizer &amp; report.</p>                                                                                                                                                                                                                                                                                                                                                    |                     |
|                    | <p>Thinking:<br/>My Research Proposal (Google Form) shows the start to my research process. My conferences with the teacher show that I have a direction and I'm curious about my topic.</p> <p>My research questions show an inquiring mind as they are deep questions that require analysis, research, and significant connections. These are developed in my Research Graphic Organizer.</p>                                                                                                                                                    |                     |
|                    | <p>Communication:<br/>I have included an introduction that outlines what topic I am addressing in the report.</p> <p>I have 3 body paragraphs that clearly answer my questions. These paragraphs use a mix of direct and paraphrased evidence that are integrated smoothly.</p> <p>I have included a small conclusion that restates my topic.</p> <p>My paragraphs are indented, use capitals and proper punctuation. The spelling and grammar are effective and clear. The reader can understand what I am attempting to show about my topic.</p> |                     |
|                    | <p>Application:<br/>I have used the proper APA format:<br/>12 point font &amp; double spaced<br/>Arial, Calibri or Times New Roman Font<br/>Title Page with the title of the report, your name &amp; School Name<br/>Headings for Each Section: Bolded<br/>APA Citations for all direct and paraphrased information<br/>APA Reference List for all sources</p>                                                                                                                                                                                     |                     |

## Grade 12 College: Research & Presentation Skills

### Learning Goals:

- To identify and analyze perspectives in a text (critical literacy)
- To reflect on skills and strategies - metacognition, use of feedback and conferencing
- To generate, explore and focus ideas for report writing using a variety of source material
- To evaluate different sources - are they accurate, scholarly and complete?
- To use oral communication techniques and appropriate conventions to create an oral presentation

### Task Checklist:

#### ☐ Step 1: Create a group of 3 - 5 people or you choose to work independently.

Once you have developed your groups, decide which research report topic you would like to use to create your presentation.

#### ☐ Step 2: Create your presentation:

Create your presentation visual using Google slides. Be sure to use the following as a guide:

- ☐ Introduction - Activity that grabs the attention of the viewers
- ☐ Table of Contents - What will you be discussing in your presentation?
- ☐ Clear font choices
- ☐ Large font that supports the viewer
- ☐ Limited text on slides - use notes instead of all text on a slide.
- ☐ Direct Quotes & Paraphrased Details
- ☐ Supportive images or graphics that do not interfere with information
- ☐ APA citations for all images and text
- ☐ Conclusion: What were the viewers to learn from your presentation?
- ☐ APA Reference List as the last slide

#### ☐ Step 3: Organize your presentation:

Organize the following details to ensure you are prepared for your presentation:

- ☐ Speaker's notes: what are you sharing?
- ☐ Who is responsible for each slide
- ☐ Ensure citations and references are complete
- ☐ Practice the flow and organization of your presentation to make sure that it is professional and polished.

## Success Criteria:

| Things to Think About: | Success Criteria:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | I noticed: |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                        | <p><b>Knowledge:</b><br/>I demonstrate a strong understanding of my topic through my thorough research and developed presentation skills (visual &amp; speech)</p> <p><b>Thinking:</b><br/>My research is developed as I use:</p> <ul style="list-style-type: none"><li>• Multiple primary &amp; secondary sources</li><li>• Critical thinking skills by choosing specific and relevant details.</li></ul> <p><b>Communication:</b><br/>I communicate effectively with a focus on:</p> <ul style="list-style-type: none"><li>• coherent organization (intro/body/conclusion)</li><li>• correct grammar &amp; sentence structure</li><li>• short emphatic sentences, &amp; repetition</li><li>• the use of voice projection, gestures, body language &amp; timing,</li><li>• The strong use of developed visual aids &amp; use of technology support</li></ul> <p><b>Application:</b><br/>I demonstrate strong collaboration skills by:</p> <ul style="list-style-type: none"><li>• Staying on task</li><li>• preparing for discussion</li><li>• contributing additional &amp; relevant information</li><li>• asking questions to extend understanding</li><li>• making notes to track the discussion &amp; completing assigned tasks for the group.</li></ul> <p>These skills are identified through peer, self and teacher assessments.</p> <p>I use proper APA citing by including my sources in a References and including citations within in my slides.</p> |            |