

Analyzing a Short Report

A SHORT REPORT

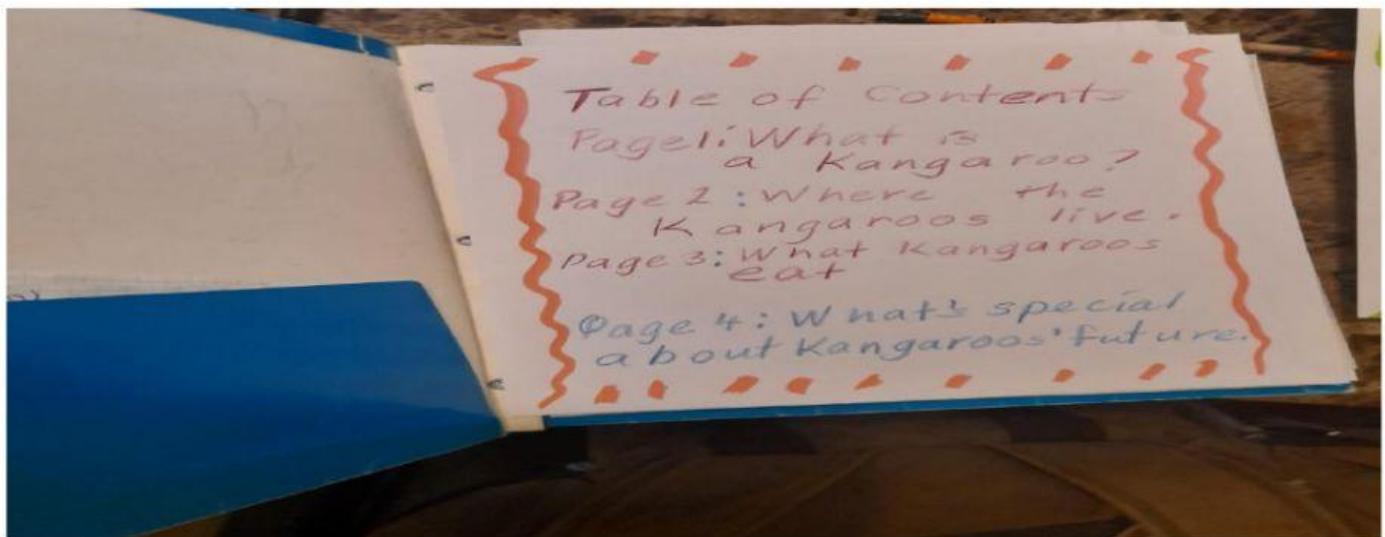
- gives information about a topic
- draws facts from various sources
- has an introduction, a body, and a conclusion



Read the following sentences. Label each one *introduction*, *body*, or *conclusion* to identify where it would best fit in a short report about peanuts. Tell why you labeled each as you did.

1. George Washington Carver studied the peanut.
2. Many regions in the southern United States grow peanuts.
3. Did you know that peanuts are used in making dynamite?
4. Some farmers grow peanuts to put nitrogen into the soil.
5. Did you know that the peanut is not a nut?
6. A pound of peanuts has as much protein as a pound of beef.
7. As you can see, the peanut is a valuable product with many uses.
8. Some inks contain peanut products.
9. Peanut meal makes excellent feed for livestock.
10. Knowing all these uses, aren't you glad that people learned to cultivate peanuts?

WRITING SKILLS 619



Proofreading a Short Report

PROOFREADING HINT

To be a good proofreader, look for one type of error at a time. For example, proofread once for capitalization errors, once for punctuation errors, and once for spelling errors.

Proofread the beginning of the short report, paying special attention to sentence fragments and run-on sentences. Use the Proofreading Marks to correct at least seven errors.

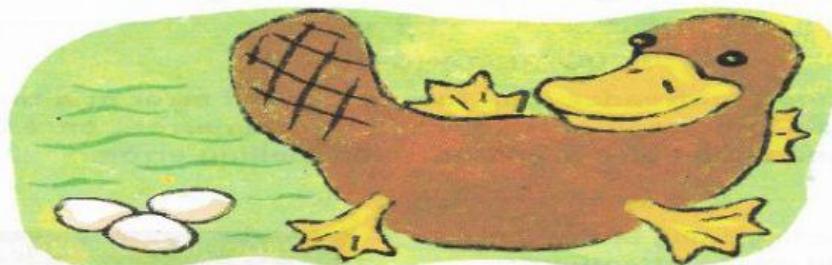
Can you imagine an animal that seems to be part mammal? Part reptile, and part bird? If you succeed, you will probably imagine an animal very much like the duckbill, also called a platypus.

Animals that bear their young alive and nurse their young are classified as mammals. Duckbills nurse their young as mammals do, but they lay eggs as birds do. Although scientists

PROOFREADING MARKS

○	spell correctly
○	add period
?	add question mark
≡	capitalize
↙	take out
↗	add
/	make lowercase
~~~~~	switch
↑	add comma
“ ”	add quotation marks
¶	indent paragraph

WRITING SKILLS 623



classify the duckbill as a kind of mammal, it has characteristics of other animal groups.

In appearance, the duckbill most closely resembles a duck like a duck, it has a large bill it also has webbed feet, fur, and a flat tail like a beaver's.

Most mammals are warm-blooded. Their body temperature remains the same regardless of the temperature of their surroundings. A duckbill is cold-blooded like a reptile its body temperature changes with the temperature of its surroundings.

Duckbills die in captivity, so they must be studied in their natural homes.

## My Writing Assignment

In a short report, writers write about **ONE TOPIC**. They find information about the topic, in books, online, and even in newspapers. Then they use the information to choose the main ideas for the report they also choose details to explain each main idea. There should be four main idea sentences in the short report.

- Research and write about a native plant producer in the Bahamas.
- Define what a plant producer is and choose and name ONE local producer.
- Explain where it can be found.
- Describe its characteristics and how it helps the environment as a producer.



**Title:** _____