



Informative Report

Dear Parents,

Over the next few weeks, the class will work on crafting informative reports. They will learn to begin it with an engaging topic sentence that grabs the reader's attention. They will then develop the topic by incorporating well-researched facts, clear definitions, and vivid details. The reports will also feature illustrations to enhance understanding. Through a combination of compound and complex sentences, students will effectively convey the content language related to the topic. Finally, they will conclude the reports by restating the topic, leaving a lasting impression on the reader's mind. Report writing not only helps fourth graders develop valuable research skills and expand their knowledge but also teaches important organizational skills applicable to writing in other genres.

Ideas for Home Support

As your child practices writing these informative reports at school you might consider practicing at home with the following ideas:

- Encourage your child to explore their interests and passions, such as historical events, scientific discoveries, biographies of famous individuals, or environmental issues and research information on those topics.
- Take a trip to the library with your child and help them find books, encyclopedias, or other resources related to topics of interest to them.
- Teach your child how to take effective notes while conducting research. Encourage them to jot down important facts, quotes, and details from their sources, organizing their notes by topic or subtopic.
- Assist your child in organizing the information they've gathered into an outline for their research report. Help them identify main ideas and supporting details, and arrange them logically within the outline.

Thank you for all your support!

Sincerely,

Informative Report Rubric 4th Grade

Genre Chart Informative: Report	4 Exceeded Goal	3 Accomplished Goal	2 Just Beginning	1 Hasn't Started
Has an engaging introductory paragraph	Has an engaging and creative introductory paragraph	Has an engaging introductory paragraph	Engaging introductory paragraph is weak or off-topic	Does not engage the reader
Develops details for the topic with facts and quotes	More than six details of the main idea are creatively told	Five or six details about the main idea are told	Four or less details are told	Very few details are told
Includes an illustration with a caption	Uses well-chosen illustration and caption	Uses an illustration and a caption	Uses an illustration	Does not use any illustrations
Uses precise content language	Uses precise content language several times	Uses precise content language	Uses very little precise content language	Does not use precise content language
Uses compound and complex sentences	Uses well-placed and creatively constructed compound and complex sentences	Uses compound and complex sentences	Uses simple and compound sentences	Uses simple sentences only
Has a concluding paragraph that restates the topic	Ending paragraph is creative and makes a statement about the main idea	Ending paragraph makes a statement about the main idea	Has an ending paragraph, but does not make a statement about the main idea or is only one sentence	No ending paragraph
Correct conventions support the meaning	No errors or minor errors in spelling, punctuation, and grammar	A few errors but they do not interfere with meaning	Frequent errors that distract the reader	So many errors that make it hard to read

Narrative vs Informative

Sort the descriptors in the boxes into separate categories of narrative or informative text.

There are headings.	It gives opinions.
It has a setting.	There are illustrations of facts.
The purpose is to entertain.	It tells a story.
There are characters.	The purpose is to teach or inform.
The topic is supported by research.	It is focused on facts.
Narrative Descriptors	Informative Descriptors

Hobby/Sport Topic List

- Acting
- Arts/Crafts
- Baking/Cooking (something specific)
- Building
- Computer coding
- Dancing
- Drawing
- Fundraising
- Gardening
- Golfing
- Hang gliding
- Jewelry making
- Juggling
- Knitting
- Magic
- Making videos
- Martial arts
- Mountain biking
- Origami
- Photography
- Poetry
- Rock climbing
- Sand castle building
- Scuba Diving
- Skateboarding
- Snorkeling
- Writing

Name _____ Date _____

Notes for Informative Report

Hobby or Sport:

History

1.

2.

3.

Equipment

1.

2.

3.

How and where do you do it?

1.

2.

3.

4.

Why is it important or fun?

1.

2.

3.

Notes for Informative Report Model

Hobby or Sport: Cupcake Baking

Brief History: (Use in the introduction as background information)

1. 19th century in the USA, "Cupcake", 1828 cookbook by Eliza Leslie

2. Saved time, reduced mess, and saved money

3.

Equipment - What do you need

1. Cake pans, decorating tips

2. Ingredients

3. Mixing and baking

4.

How and where do you do it?

1. Gather supplies

2. Frost and decorate

3. Eaten for all occasions - bridal showers, baby showers, birthday parties, and holidays

Why is it important or fun? (Use in the conclusion as background information)

1. Everyone loves a cupcake

2. (Use the Quote)

What is a quote to use? "A balanced diet is having a cupcake in each hand."

Name _____ Date _____

Topic _____

Source Documentation

Internet Sources

Source #1

Author name(s): _____

Title of web page or article: _____

Title of the website: _____

Publication date or the date you accessed the website: _____

URL (full web address): _____

Source #2

Author name(s): _____

Title of web page or article: _____

Title of the website: _____

Publication date or the date you accessed the website: _____

URL (full web address): _____

Print Sources

Author(s): _____

Title of book/article: _____

Title of the journal, newspaper, or magazine: _____

Publisher: _____

Publication date: _____

Page number(s): _____

Name_____Date_____

Topic_____

Source Documentation Model

Internet Sources

Source #1 - Quote

Author name(s): Sienna Livermore

Title of web page or article: Delish .com

Title of the website: 12 Cupcake Quotes that Just Get You

Publication date or the date you accessed the website: December 21, 2017

URL (full web address): <https://www.delish.com/food/g4715/cupcake-quotes>

Source #2 - History

Author name(s): Larry Fitsgibbon, Steven Kydd, Joe Perez

Title of web page or article: Tastemade.com/articles

Title of the website: The Rise and Fall of the Cupcake

Publication date or the date you accessed the website: June 2023

URL (full web address): <https://www.tastemade.com/articles/the-rise-and-fall-of-the-cupcake/>

Print Sources

Author(s): Sally McKenney

Title of book/article: Sally's Baking Addiction

Title of the journal, newspaper, or magazine: N/A

Publisher: Race Point Publishing

Publication date: 2016

Page number(s): 70-73

Engaging Introduction Examples

Fact

The United States introduced cupcakes to the world in the 19th century. Many people loved cupcakes because they did not take as long to bake as a cake. Now cupcakes have become one of the most popular desserts. Many people bake them as a hobby. **When jumping into cupcake making, it is important to know that though the cake is an important part, it is the frosting that makes it extraordinary.**

List

Soft spongy cake, check! Creamy frosting, check! Decorating tips, check! If you're ready with these things in mind, you are ready to begin baking and decorating cupcakes. Many people are now choosing to make cupcakes instead of cakes. Cupcakes have become a popular dessert and some people make them as a hobby . **When jumping into cupcake making, it is important to know that though the cake is important, it is the frosting that makes it extraordinary.**

Annotations

Engaging Strategy is in bolded red

Background information

Transitional statement

Informative Report Model

The United States introduced cupcakes to the world in the 19th century. Cupcakes were first used in a recipe book in 1828. Many people that loved cupcakes did so because they did not take as long to bake as a cake. Now cupcakes have become one of the most popular desserts. Many people bake them as a hobby. When jumping into cupcake making, it is important to know that, though the cake is an important part, it is the frosting that makes it extraordinary.

To make yummy cupcakes, gather your stuff like flour, sugar, butter, eggs, and milk. Add baking powder to make them fluffy. You'll also need cupcake liners, a cupcake pan, mixing bowls, and a whisk or mixer. Preheat your oven before pouring the batter into the liners. Bake until done, then let them cool. Now comes the fun part - decorating?

To decorate cupcakes, go get your favorite frosting and toppings like sprinkles, chocolate chips, or candy. Use tools like a spatula or piping bag to spread the frosting smoothly. Once frosted, get creative by adding toppings and decorations. Decorating cupcakes is like creating art, so enjoy making them look as delicious as they taste!

Cupcakes are now used for every occasion, from children's birthdays to desserts at fancy weddings. Everyone loves a good cupcake. Someone once said, "A balanced diet is having a cupcake in each hand." While the cake is necessary for a good cupcake, it is the topping that determines whether it is a simple dessert or an extraordinary masterpiece. Baking cupcakes isn't just a hobby, it's a work of art!

Informative Report Model Annotated

All About Cupcakes: From Batter to Decorating

The United States introduced cupcakes to the world in the 19th century. Cupcakes ~~was~~ **were first used in a recipe book in 1828.** Many people ~~that~~ ***who** loved cupcakes did so because they did not take as long to bake as a cake. Now cupcakes have become one of the **most popular desserts.** Many people **bake them as a hobby.** **When jumping into cupcake making, it is important to know that, though the cake is an important part, it is the frosting that makes it extraordinary.**

~~Ident~~To make yummy cupcakes, gather some ~~stuff~~ **ingredients** like **flour, sugar, butter, eggs, and milk.** Add **baking powder to make them fluffy.** You'll also need **cupcake liners, a cupcake pan, mixing bowls, and a whisk or mixer.** **Preheat your oven** before pouring the batter into the liners. **Bake until done and then let them cool.** Now comes the fun part - decorating!?

~~The~~ ***To** decorate cupcakes, ~~go~~~~get~~ **gather** your favorite **frosting and toppings like sprinkles, chocolate chips, or candy.** Use tools like **a spatula or piping bag to spread the frosting** smoothly. Once frosted, **get creative by adding toppings and decorations.** Decorating cupcakes is like creating art, so enjoy making them look as delicious as they taste!

Cupcakes are now used for every occasion, from children's birthdays to desserts at fancy weddings. Everyone loves a ~~good~~ **delicious** cupcake. **Someone once ~~sed~~ said, "A balanced diet is having a cupcake in each hand."** **While the cake is necessary for a good cupcake, it is the topping that determines whether it is a simple dessert or an extraordinary masterpiece.** **Baking cupcakes isn't just a hobby, its ~~it's~~ a work of art!**

Annotations

Engaging introduction is in red

Details including facts and quotes are in green

Precise content language is in blue

Compound and complex sentences are in orange

Concluding paragraph with a restatement is in red

Convention edits are in black

***Edits related to the Writing Warm-Up are in black with an asterisk**

Illustrations



Flower cupcakes by Entre Chiquitines



Shark cupcakes by Karen Track and Allen Richardson

Revision: Informative Report

4th Grade

Name _____ Date _____

Partner _____ Rubric Score _____

Self

Partner

Genre Chart

___ ___ **Has an engaging introductory paragraph**

Suggestions: _____

___ ___ **Develops details for the topic with facts and quotes**

Suggestions: _____

___ ___ **Includes an illustration with a caption**

Suggestions: _____

___ ___ **Uses precise content language**

Suggestions: _____

___ ___ **Uses compound and complex sentences**

Suggestions: _____

___ ___ **Has a concluding paragraph that restates the topic**

Suggestions: _____

Editing Checklist - 4th Grade

Name _____

Date _____

Partner _____

Any item on the checklist without an X will need to be edited before turning in the paper.

Self Partner

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Paper includes name, date, and title |
| _____ | _____ | 2. Correct punctuation at the end of each sentence |
| _____ | _____ | 3. Correct capitalization (beginning of sentences and proper nouns) |
| _____ | _____ | 4. Paragraph is indented |
| _____ | _____ | 5. Correct spelling, including No Excuse Words |
| _____ | _____ | 6. _____ |

(Grammar focus for the class)



Editing Checklist - 4th Grade

Name _____

Date _____

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Any item on the checklist without an X will need to be edited before turning in the paper.

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- | | | |
|-------|-------|---|
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| _____ | _____ | 3. Correct capitalization (beginning of sentences and proper nouns) |
| _____ | _____ | 4. Paragraph is indented |
| _____ | _____ | 5. Correct spelling, including No Excuse Words |
| _____ | _____ | 6. _____ |

(Grammar focus for the class)