**Unit 3 Lesson 4: Organizing & Drafting Your Research Report Outline Document**

**Part 1: Organizing Your Research Report**

**Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Take notes from at least two reliable sources about your topic. Be sure to **paraphrase** the information in your own words.   
List the two sources you will use:   
**Source 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   
**Source 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Write down three subtopics (headings) you will include in your report. Each subtopic should focus on one part of your topic.

**Subtopic 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
**Subtopic 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
**Subtopic 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 2: Drafting Your Research Report**

**Research Report:**

***Introduction***

*(Write your introduction paragraph here.)*

***Subtopic 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*(Write the first body paragraph here.)*

***Subtopic 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*(Write the second body paragraph here.)*

***Subtopic 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*(Write the third body paragraph here.)*

***Conclusion***

*(Write your conclusion paragraph here.)*

**Sources:**