

# WRITING

# SHORT REPORTS

REM 304C

**A TEACHING RESOURCE FROM**



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# INTRODUCTION

This book provides an introduction to writing short reports. The student reads a one-page story and answers key questions designed to extract important facts from the written information. The questions are structured in logical sequence. They should be answered with complete sentences. After questions are answered, and additional research completed, the student's work should be proofread for accuracy. Then the answers, along with the topic sentence, may be rewritten on a blank copy of the report page (included in the book) resulting in a short report on the topic. Subjects include stories about famous places within the U.S., famous Americans and interesting sea animals.

## CONTENTS

### PLACES

Niagara Falls .....	1-2
Carlsbad Caverns .....	3-4
Crater Lake .....	5-6
Sequoia National Park .....	7-8
Everglades .....	9-10
Hells Canyon .....	11-12
Great Salt Lake .....	13-14
Bubbling Mud Pots .....	15-16
Mount McKinley .....	17-18

### SEA LIFE

The Squid .....	19-20
The Electric Eel .....	21-22
The Walrus .....	23-24
Whales .....	25-26
The Starfish .....	27-28
The Dolphin .....	29-30
Sharks .....	31-32
The Piranha .....	33-34
The Octopus .....	35-36
The Portuguese Man-of-War .....	37-38


### PEOPLE

Steve Jobs .....	39-40
Milton Hershey .....	41-42
David Copperfield .....	43-44
Beatrix Potter .....	45-46
Louis Braille .....	47-48
Sandra Day O'Connor .....	49-50
Annie Oakley .....	51-52
Walt Disney .....	53-54
Amelia Earhart .....	55-56
Margaret Hamilton .....	57-58

# WRITING SHORT REPORTS

Name \_\_\_\_\_

**NIAGARA FALLS**



Answer each question below with a complete sentence.

Niagara Falls is a world-famous waterfall. It is on a river between Lake Ontario and Lake Erie.

1. Niagara Falls is on a river between which two lakes? It is on a river between Lake Ontario and Lake Erie.
2. People can view the falls what three ways? People can view the falls from land, by helicopter, or take a boat ride close to the falling water.
3. How high are the falls? The water spills 186 feet over a bluff.
4. What is under the limestone top of the bluff? Under the limestone top of the bluff is a softer shale.
5. What causes the limestone to break and fall into the river? The power of the rushing water constantly gnaws away at the softer rock and the limestone above cracks off and falls into the river.
6. How far has Niagara Falls moved upstream because of the rock wearing away? Because of the rock breaking away, the falls have moved seven miles upstream since they began.

**RESEARCH:** Use another source to find additional information about this topic. At one time people could walk behind the American Falls, but when falling rock killed three tourists in 1920, the walkway was closed.

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2

Name \_\_\_\_\_

**Niagara Falls**

Niagara Falls is a world-famous waterfall. It is on a river between Lake Ontario and Lake Erie. People can view the falls from land, by helicopter, or take a boat ride close to the falling water. The water spills 186 feet over a bluff. Under the limestone top of the bluff is a softer shale. The power of the rushing water constantly gnaws away at the softer rock and the limestone above cracks off and falls into the river. Because of the rock breaking away, the falls have moved seven miles upstream since they began. At one time people could walk behind the American Falls, but when falling rock killed three tourists in 1920, the walkway was closed.

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Writing Short Reports

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- 1 Read information about the topic.
- 2 Answer each question with a complete sentence.
- 3 Add additional information.
- 4 Proofread for errors and make corrections.
- 5 Copy topic sentence, answers, and additional information, putting them into paragraph form.

**Result: A short report.**

Name \_\_\_\_\_

\_\_\_\_\_

TITLE

(TOPIC SENTENCE)

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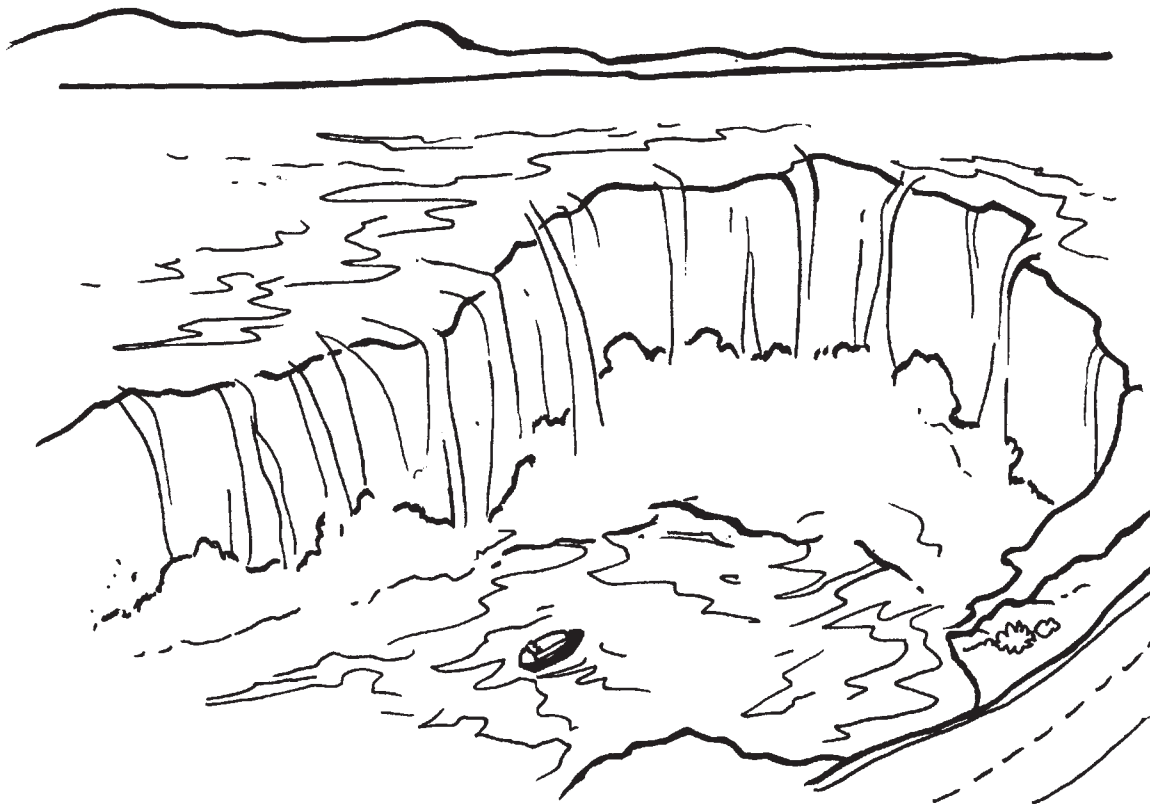
Name \_\_\_\_\_

## NIAGARA FALLS

Lake Ontario and Lake Erie form most of the northern border of New York. The Niagara River joins these two lakes. On its journey downhill from Lake Ontario to Lake Erie, the river runs over a steep limestone bluff. The spilling water is called Niagara Falls.

It is the most visited waterfall in the world. More than four million people come every year to see and photograph the falls. The falls are divided into two spillways, the Horseshoe Falls in Canada and the American Falls in the United States. The falls can be viewed from land or by helicopter. People can also take a boat ride that brings them so close to the falling water, that they must wear raincoats to keep from getting soaked by the spray.

The water spills 186 feet over the bluff. Under the limestone top of the bluff is a layer of softer shale. The power of the water rushing over the bluff constantly gnaws away at the softer rock. When enough softer rock is worn away, the limestone above cracks off and drops into the river below. Because of the rock breaking away, the falls have moved seven miles upstream since they began. It will take thousands of years, but one day, Niagara Falls will no longer be a waterfall. The limestone and shale bluff will disappear and the river bottom will even out.

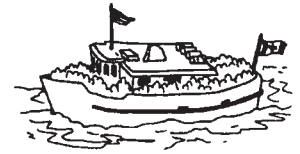


Name \_\_\_\_\_

## NIAGARA FALLS

Answer each question below with a complete sentence.

*Niagara Falls is a world-famous waterfall.*



1. Niagara Falls is on a river between which two lakes? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. People can view the falls what three ways? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. How high are the falls? \_\_\_\_\_  
\_\_\_\_\_
4. What is under the limestone top of the bluff? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What causes the limestone to break and fall into the river? \_\_\_\_\_  
\_\_\_\_\_
6. How far has Niagara Falls moved upstream because of the rock wearing away?  
\_\_\_\_\_  
\_\_\_\_\_

**RESEARCH: Use another source to find additional information about this topic.**

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Name \_\_\_\_\_

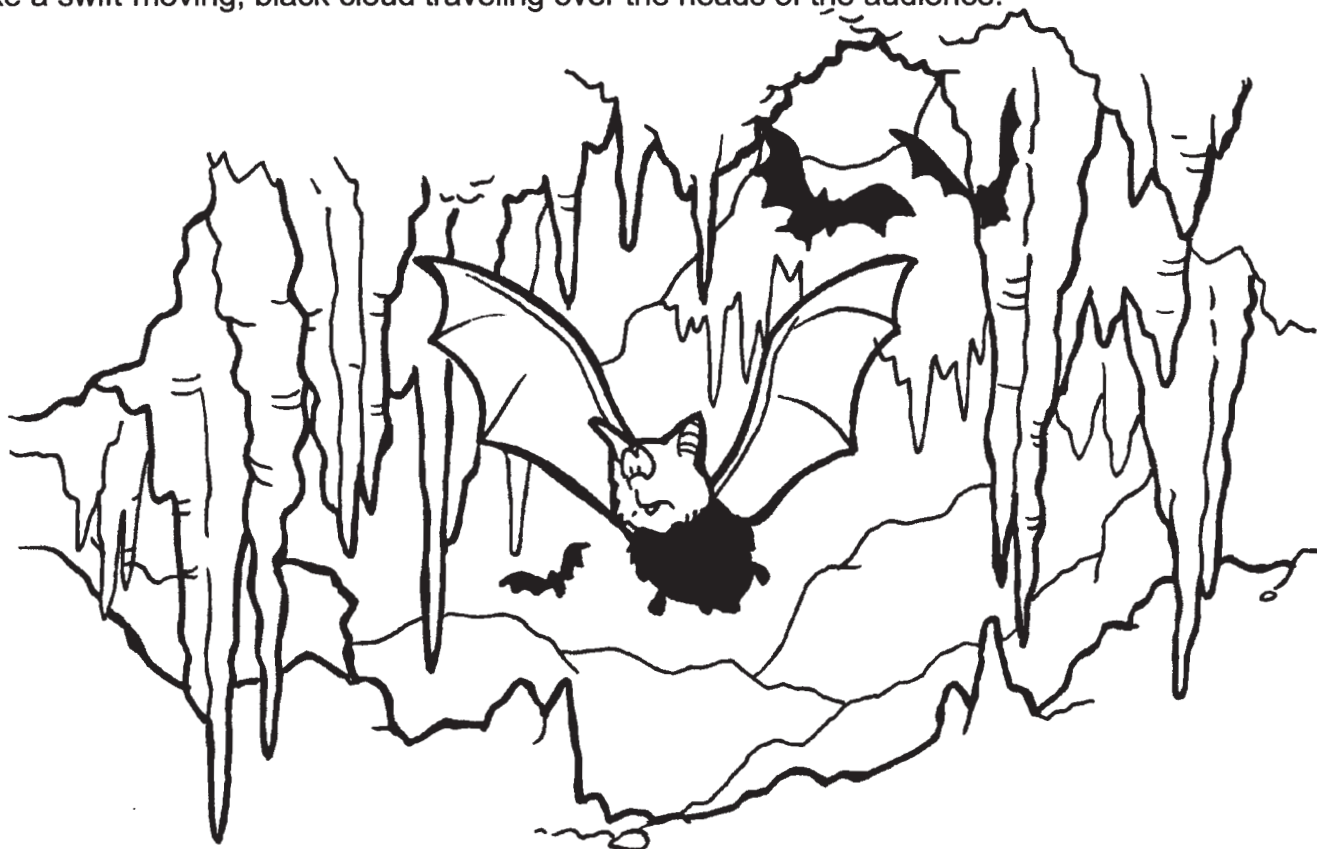
## CARLSBAD CAVERNS

Under the desert landscape of southeastern New Mexico, there is a huge cave called Carlsbad Caverns. The entrance to the cave is a big opening under a hilltop. From there, a long trail zigzags down to 800 feet below the surface to the main cavern, named the Big Room. For people who do not want to walk the steep trail, there is also a high-speed elevator that goes straight down to the Big Room.

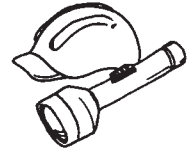
There is a cafeteria in the Big Room where tourists can eat lunch. A footpath over a mile long leads from the Big Room into other parts of the cave where incredible rock formations can be seen. Lights along the way show off the colorful shapes that look like huge stone icicles hanging from the ceiling or strangely-shaped melted candles rising from the floor. The temperature in the caverns is always a cool 56 degrees.

There is another opening to the caverns that people cannot enter. It is the bat cave. Millions of bats live in the cave during the summer. They sleep there during the day, hanging upside down from the ceiling, all packed together in a tight group.

At nightfall, the bats fly out of the cave to hunt for food. Seats have been built around the opening of Bat Cave so people can sit and watch the flight of the bats. When they come out, it is like a swift-moving, black cloud traveling over the heads of the audience.



Name \_\_\_\_\_



**Answer each question below with a complete sentence.**

*People travel to New Mexico to see two amazing sights.*

1. What is under the desert landscape of New Mexico? \_\_\_\_\_

\_\_\_\_\_

2. How far below the surface is the main cavern? \_\_\_\_\_

\_\_\_\_\_

3. Which two ways can people get to the Big Room? \_\_\_\_\_

\_\_\_\_\_

4. What can be seen in the caverns? \_\_\_\_\_

\_\_\_\_\_

5. What lives in another cave that people cannot enter? \_\_\_\_\_

\_\_\_\_\_

6. What does it look like when the bats fly out at nightfall? \_\_\_\_\_

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**RESEARCH: Use another source to find additional information about this topic.**

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