

## Tips to a Successful State Report

You need to familiarize yourself to the State Report Packet. It has all due dates and procedures included. When typing the report, start early. You will need to ensure that the settings do not put extra space between paragraphs, that your margins are one inch, that each paragraph is indented, each line is double spaced, and the font is Ariel, and the height is 12. You need to hit the space bar twice after each period at the end of a sentence.

When typing your outline, use the tool bar, or ribbon, to have the program set up an outline format. On your typed outline, be sure that you type the information about your state on each line. You are to type all information, facts not filler, that you will use in the report. Be sure to have a complete Thesis Statement in the outline. Remember that a Thesis Statement tells what the report is about. Your Thesis Statement (TS) should include “history, physical features, economy, just as your report does. Write a great TS here so you can transfer it into your report at the end of the introductory paragraph.

Each paragraph needs to start with a topic sentence. That topic sentence may NOT be, “Now I will tell you about my states history.” That is not acceptable. Nor is labeling the paragraph. Start paragraph two with, “Connecticut’s history dates back to 1502, when European settlers first stepped in what in now the state of Connecticut.” Paragraph three can start with, “After Connecticut became a state, it began to grow.” Paragraph four: “Connecticut has many beautiful physical features.” Paragraph five: “Connecticut’s economy has always been a stable one.” Paragraph six: “In conclusion . . . .”

This is an informative, research project. Informative papers do not have any personal pronouns in them. It is not appropriate to use “I”, “we”, “you” in an informative paper. It is also not appropriate to start a sentence with, “Now I am going to tell you about . . . .” It is also not appropriate to start a sentence with a digit. And each paragraph needs to follow the other on the page. Do not put each paragraph on each page.

Be sure to follow all directions on completing your map and to make your folder cover attractive. Don't let any staples show and make sure the name of your state is on the cover. Be sure to add details to your report to avoid handing in a list of events, features, and products. Read your state book for each section to get a feel for how they put facts together in an engaging way. Think of this paper as a summary of your state book.

Good luck. Before you ask, read the packet. Your answer is probably in there!