

INFORMATION REPORT

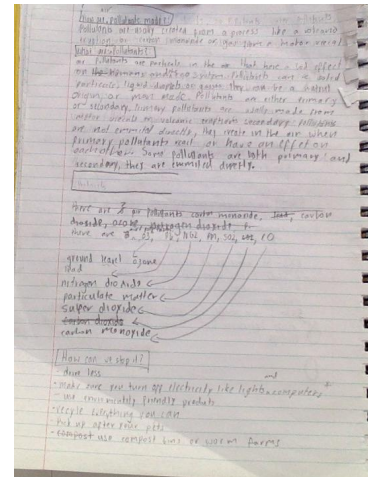
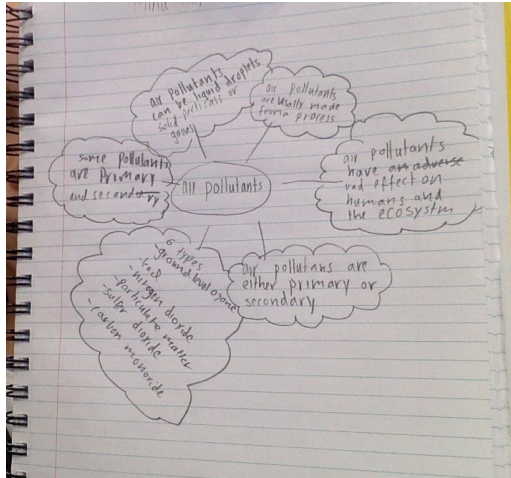
By Elly

CHOOSE YOUR TOPIC

- Choose your topic: make sure your topic isn't too big or too small, it's something to do with your inquiry groups and it's something you're interested in.
- I chose pollutants at first but when I started I found the topic was too big so I narrowed it down to just air pollutants.

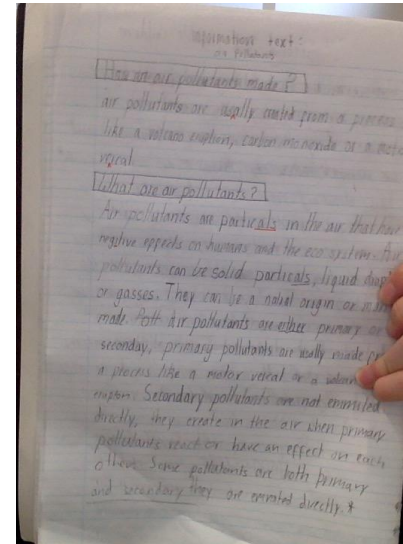
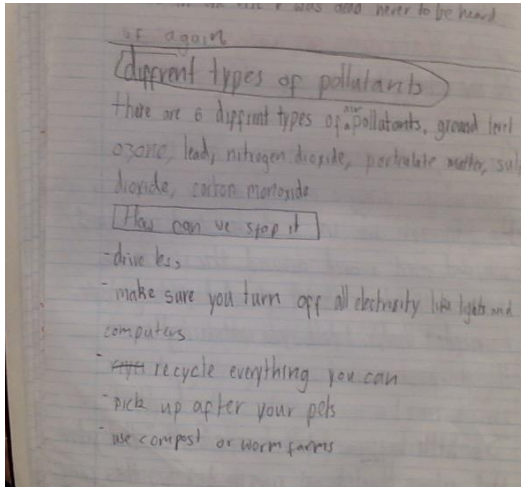
PLAN

- Planning for me was the hardest part of the text because I had know idea how. I found that collecting all your information and facts together and making subtitles worked the best. Then to take it a step further I did a mind map to separate all my facts.



DRAFT

- Once I had done my plan my draft was easy all I had to do was gather my information in a way that made sense. I changed my subtitles a little and put the right information under the right subtitles.



EDITING

- With editing all you have to do is go through to check your spelling and punctuation and everything as normal but I also suggest checking if your facts are correct because you don't want an information report that isn't truthful

PUBLISHING

- With the presentation of your information report you might want to do a sketch on A4 paper of what it is going to look like
- Then you are ready to publish and present

