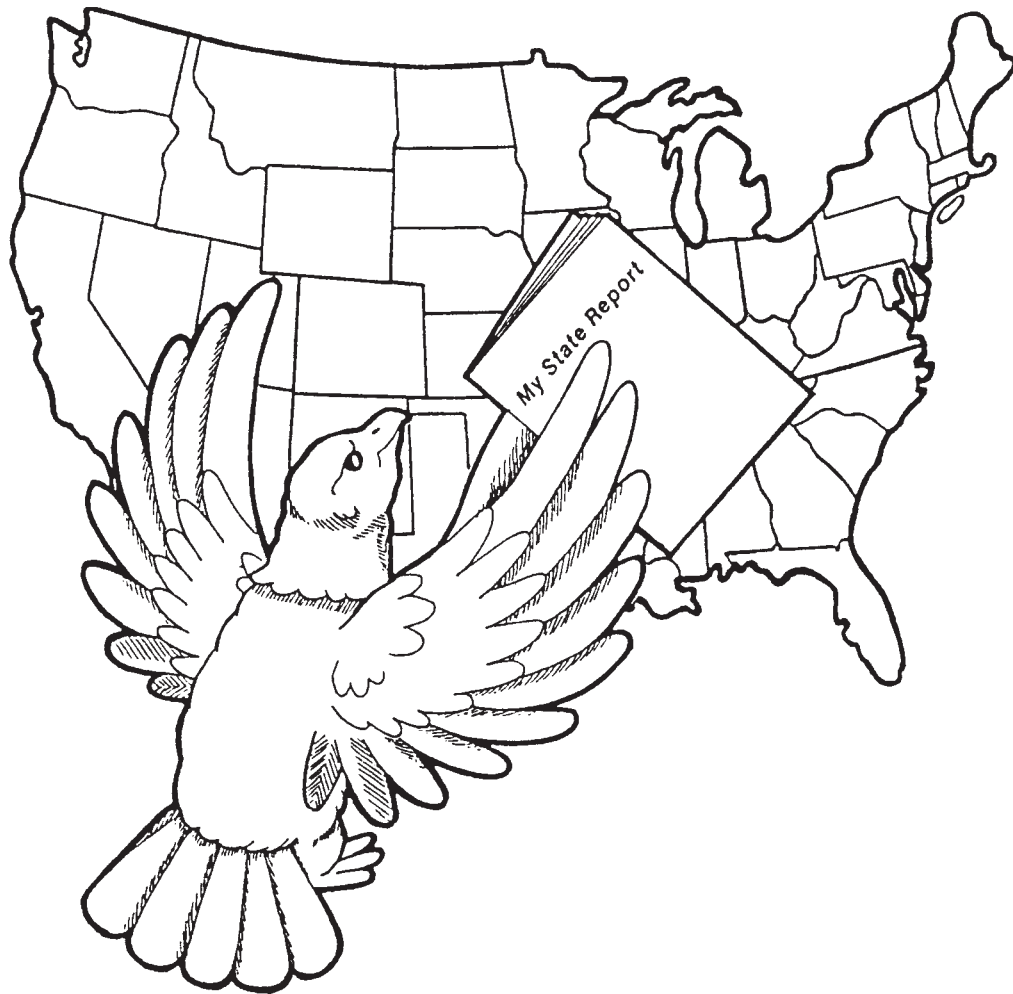


# WRITING A STATE REPORT

*Written by John and Patty Carratello*

*Illustrated by Anna Chelton*

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*Teacher Created Resources, Inc.*

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# WHAT IS RESEARCH?

When you want to know more about a subject, what do you do? \_\_\_\_\_

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You RESEARCH!

**Research** is an investigation. The idea behind research is to find out all the facts you can about the subject you are interested in.

\* Circle the sources you **could** use to research facts.

encyclopedia

television

textbook

person

newspaper

yourself

magazine

almanac

non-fiction book

computer

video

atlas

A RESEARCH paper is a PAPER that gives information you have learned. You can learn facts for your research paper from all of the sources listed above! Did you circle them all?

yes

no



# REQUEST LETTER

A valuable way to obtain information for your state report is to write a request letter to the tourist office in the state you have chosen.

In your letter, ask for specific information, such as a recent state map, census statistics, recreational points of interest, state resources, and so forth. Remember to be clear about what you need.

This form of research will give you current information about your state. You may also receive usable pictures for your report, in the form of pamphlets and brochures.

You will need to write your request letter as soon as possible. It may take weeks for you to receive any information in answer to your request.

Be sure to use business letter format, block or indented. Check with your teacher for the preferred format. Remember to be neat and to the point when you write.

## Sample of Block Style

6 Fall Street  
Williamsport, Indiana 47993  
February 10, 20\_\_

Wyoming Travel Commission  
I-25 at College Drive  
Cheyenne, WY 82002-0660

Dear Sir or Madam:

Write the information you are requesting in the main body of your letter. Be concise.

Sincerely yours,

Your signature

Your printed name

After you have received information from the tourist office, send an acknowledgment of thanks.

# RESEARCH USING THE INTERNET

Encourage students to use a variety of resources as they search for state information. For students and teachers, the Internet provides a wealth of research material at their fingertips. As with any Internet-related activities in the classroom, follow school/district policy regarding Internet usage.

Use the following information to direct students to some of the best kid-friendly search engines.

1. **Google™**—Just type your topic and click “Google Search.” If you want to narrow your search, go to the bottom of the page and click on “Search within results.” Then type your qualifying topic into the new box and get a much more specific group of sites.

**<http://www.google.com>**

2. **Yahooligans!®**—This site is specifically designed for kids ages 8–14. You can search by keywords or browse through categories.

**<http://www.yahooligans.com>**

3. **AltaVista**—Search by keywords or use the directory. This engine also uses Boolean searches.

**<http://www.altavista.com>**

4. **Ask Jeeves for Kids™**—Type your question and click on “ask.”

**<http://www.ajkids.com>**

A good tutorial on using search engines, called *Seven Steps Toward Better Searching*, can be found at the following website:

**<http://edweb.sdsu.edu/WebQuest/searching/sevensteps.html>**

There are many places your students can get pen pals or e-pals. Have the students write to a classroom (or individual students) from each state and compare culture, weather, geography, etc. The following websites provide information on obtaining e-mail addresses and/or e-pals.

1. **e-PALS Classroom Exchange**—This is a great place to get free e-mail accounts for the students in your class.

**<http://www.epals.com/>**

2. **Teaching.com**—This site is another location where teachers can find e-mail accounts for their students.

**<http://www.teaching.com/keypals/>**