

► The following is a general organizational pattern for a report of information:

### **Introduction (three parts)**

**Attention-getting “hook”** (establish importance / anecdote / question / background / relevance):

**EX:** Americans own millions of them. They define our personality and make it possible to quickly get to jobs and transport all the things we use in modern life. In fact, it’s difficult to imagine life without our automobiles. From work to recreation, the internal combustion engine has made life easier, more efficient, and, frankly, more fun. The invention of the automobile and its production on the assembly line changed life in America like nothing prior to it.

**Thesis statement (your main point) written out as a complete sentence:**

**EX:** Perhaps no one has been more influential in bringing America into the modern age as Henry Ford.

**Organizational plan of development** (Your major supporting points in order of discussion):

Ex: Although countless people have been involved in bringing the automobile to birth, Ford’s development of the technology, his invention of assembly-line production, and the company he established and built are remarkable in their affect on an America increasingly on the go and moving into the 20<sup>th</sup> century.

### **Body: Discussion of your major points (you usually will have more than three major points)**

**First major point of discussion (you will have several paragraphs of discussion of each major point)**

**EX:** Henry Ford is given credit for developing the early technology of the internal combustion engine.

**Supporting discussion (summary explanation with evidence: facts / reasons / incidents / specific details)**

**Second major point of discussion (you will have several paragraphs of discussion)**

**EX:** In addition to developing the technology that powered the first automobile, Ford invented a method of production that allowed cars to be made quickly and therefore inexpensively enough for the common person.

**Supporting discussion (summary explanation with evidence: facts / reasons / incidents / specific details)**

**Third major point of discussion (you will have several paragraphs of discussion)**

**EX:** As a result of Ford’s ability to efficiently build a valuable product, the Ford Company became the cornerstone of the American automobile industry and the modern factory system.

**Supporting discussion (summary explanation with evidence: facts / reasons / incidents / specific details)**

Follow the same pattern of development for additional major supporting points and discussion.

### **Conclusion (three parts)**

**Wrap-up** (summary of points):

**EX:** Our country owes a great deal to Henry Ford for his development of the internal combustion engine, his invention of production by assembly line, and the very industry he established in building the Ford company.

**Restate main point --thesis statement – in different words**

**EX:** Among all the great inventions and their inventors we owe our modern lifestyle to, it could be argued that no one has had more influence on twentieth-century American life and business as Henry Ford.

**Final statement** (leave your reader with a final thought):

**EX:** Considering how the world has changed since the first horseless carriages, the next "Henry Ford" will need to invent an efficient and affordable zero-emission automobile powered by renewable energy.

### **References page (APA style)**

An alphabetized list of all source material cited (used) in the essay, following the general pattern for a website:

#### References

Last Name, First Initial. (Year, Month, Day). Title of the article. *Title of the Journal, Magazine, or Newspaper*. Retrieved from DOI, URL, or Name of database.

### ► PREPARING AND POSTING A WEBSITE REPORT OF INFORMATION

The report of information you create for your website should look like a website page, not a paper report. You can post your report all on one scroll-down page or with sub-pages for each section of your report, if you like. Your website page(s) should be **engaging** and **visual**, with graphic representation of information—maps, charts, illustrations (all given sourcing in a caption beneath). You may include **links** to take your reader to interesting sidenote information (such as bios of people involved in events; additional information or photos; or video clips, such as a You Tube video).

NOTE: Additional linked information does not count toward your word count.