

# QUEST Award Large Project

## Sample Report Guidelines

### Title Page - Part 1

**Title of Report**

**Student's Name**  
**Date**

Decorated with pictures, information  
linked to the project.

### Table of Contents - Part 2

<u>Table of Contents</u>	
Title	Page
A Big Idea .....	1-2
B Universal Concepts .....	3-4
C Essential questions .....	5-7
D Project overview .....	8-9
E Bibliography .....	10

### The Main Report - Part 3

**Title**

The **introduction** paragraph tells the reader what the writer wants to talk about. It should be interesting in order to "grab" the reader's attention.

The **body** of the report should consist of several pages, pictures and diagrams. Each paragraph should explain what you have written in your outline for each section

The **conclusion** summarises the report and usually mentions the same information that is found in the introduction paragraph. It lets the reader know that the writer has finished the report.

### Bibliography - Part 4

**Bibliography**

**"Name of the Book."**  
Author's Last Name, First Name.

**"Title of the Article."**  
Name of Magazine, Date of the Magazine.

**"Title of the Article."**  
Name of the Encyclopedia.

**Type of Interview (Personal or Telephone).**  
Interviewee's Last Name, First Name. Date of the interview.

**Title of the Website.**  
Author's name (if given). Internet address.

