

Name \_\_\_\_\_

## **ROUGH DRAFT**

You will first write a “rough draft,” one that will be revised and corrected, before you rewrite your report to turn in to your teacher.

1. Organize your note cards in the same order as your outline.
2. Write your rough draft on the computer or on notebook paper and **DOUBLE SPACE**. This gives you a place to make corrections or add items you forgot.
3. Begin writing your rough draft with the first focus point on your outline. Be sure to use **COMPLETE SENTENCES**.
  - A. Using the information on your note cards for your first focus point, write a topic sentence and supporting sentences for this focus point in your report.
  - B. Arrange the information in a sound, logical order.
  - C. Reread what you wrote, and write either a concluding sentence or a transition sentence that will help move you into your next paragraph.
  - D. Use parenthetical citations as you write each paragraph.
4. Continue through your note cards in the same manner. For each set of cards with the same focus point, develop a sound paragraph.
5. Proofread the complete rough draft and look for errors in spelling and punctuation. Be sure the entire paper follows a logical sequence and makes sense.
6. Have your rough draft read by someone else so that you may revise it.