

## Writing a Report on a US President (plus a Rubric)

### Getting Started:

First, read about the President you will be writing the report on. Read as much information about the President as you can find. Try the Internet and the library; try [Whitehouse.gov](http://Whitehouse.gov), [presidentsusa.net](http://presidentsusa.net), [jpl.org/div/potus/](http://jpl.org/div/potus/), an encyclopedia, books, or even videos.

As you're finding out about your President, take notes on key information, such as important dates, critical events in the President's life, people who influenced his life, major world events during his life, etc.

### The Structure of Your Report:

**Start** your report with an introductory paragraph that introduces the President and summarizes his life. **Then write at least four to five paragraphs that clearly describe your President.** Each paragraph should cover one topic (for example, you should have at least one paragraph that describes the President's early life). The report should be in three major sections, early life (pre-presidency), the presidency, and post-presidency. **End** the report with a closing paragraph that summarizes what you wrote and learned, **plus the President's legacy.**

Finally, cite your references ([see the section below on formats for your bibliography](#)).

Check that your grammar, spelling, and punctuation are correct. Make sure to use complete sentences and write neatly! Define any technical terms that you use. Proofread your report for errors before you hand it in -- do not hand in a rough draft.

### Topics to Research and Include in Your Report:

When you write your report, try to include as many of the following topics as you can:

- **Early Life:**
    - Date and place of birth
    - Parents (including occupations)
    - Siblings (brothers and sisters) and other close family members
    - Education
    - Important people or event(s) that molded this person's character
    - Early career
    - Marriage, children
    - What led to this person running for President
  - **The Presidency:**
    - Term(s) of office
    - Political party affiliation
    - Vice-President
    - Important events/acts that occurred during this Presidency
    - People who influenced this President
  - **After the Presidency:**
    - Place of residence
    - Activities the President did during this time
    - Date and cause of death
-

**Citing Your References:** When you write your bibliography, list all of your references. Formats for each type of publication follows (there are different formats for different media):

- **Web Site:** Author(s) if appropriate. *Title of Site or web page*. URL of site, date of publication (the earliest copyright year listed).
- **Book:** Author(s). *Title of book*. Edition. Location of publisher: Name of Publisher, year of publication.
- **Encyclopedia:** *Title of encyclopedia*, volume of encyclopedia used. Location of publisher: Name of Publisher, year of publication, pages where the article is located.
- **Magazine or Journal:** Author(s). "Title of article." *Name of magazine*, Volume.issue (date): pages where the article is located.

Author(s) are listed last name first, first name or initials (as cited in the publication).

**For example:** "Enchanted Learning" would be cited as follows:

Col, Jeananda. Enchanted Learning: US Presidents.  
<http://www.EnchantedLearning.com/history/us/pres/list.shtml> 2001.

Another format for Internet sources is as follows:

Last name, First name of author. Title of Page. Name of the publisher (EnchantedLearning.com in our case).  
Date the page was created (at Enchanted Learning, this is the earliest date on the copyright notice located at the bottom of each page), Date of revision (at Enchanted Learning, we do not keep track of page revisions).

---

**The Following is a Rubric For Assessing each Part of Your Research Report:**

	<b>Beginning 1</b>	<b>Developing 2</b>	<b>Accomplished 3</b>	<b>Excellent 4</b>	<b>Score</b>
<b>Introduction</b>	Disorganized, no information on what is to come	Gives too little information.	Summarizes report	Concise, well-written introduction	
<b>Research Part 1 (The President's early life)</b>	Does not cover all appropriate topics	Covers some of the appropriate topics.	Covers most of the appropriate topics.	All appropriate topics covered well. Also includes interesting facts.	
<b>Research Part 2 (The Presidency)</b>	Does not cover all appropriate topics	Covers some of the appropriate topics.	Covers most of the appropriate topics.	All appropriate topics covered well. Also includes interesting facts.	
<b>Research Part 3 (Post-Presidency)</b>	Does not cover all appropriate topics	Covers some of the appropriate topics.	Covers most of the appropriate topics.	All appropriate topics covered well. Also includes interesting facts.	
<b>Spelling/Grammar</b>	Many spelling and grammatical errors	A few errors	Only one or two errors	Spelling and grammar perfect	
<b>Presentation</b>	Illegible, messy	Almost illegible	Legible writing, accompanying illustrations	Well organized presentation, typed or written using a word processor, accompanying illustrations	
<b>References</b>	No references	A single reference, incomplete citation	Several references with incomplete citations	Many references, listed in appropriate format	
<b>Timeliness</b>	Over a week late	A week late	A day or two late	Handed in on time	