Cascade Mountains
Washington—Political Map

[Map of Washington state showing cities and geographic features such as the Pacific Ocean, Juan de Fuca Strait, and neighboring states Oregon and Idaho.]
World – Political
<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
</table>

**Graphic Organizers**

**T-Chart**
<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What Do I Know?</td>
<td>What Do I Want to Know?</td>
<td>What Did I Learn?</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Graphic Organizers

Cause and Effect Chart

<table>
<thead>
<tr>
<th>CAUSES</th>
<th>EFFECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name Date
Heading
Today’s Date ________________

Greetings
Dear ___________________,

Body of the Letter
• Indent Paragraphs.
• Use a friendly tone.

Closing
• Use a friendly closing, such as “Your Friend” or “Love,” followed by a comma.
• Sign your name.
Graphic Organizers

Business Letter

**Heading**
Company Name
Company Address
City, State Zip Code

Today's Date

**Greeting**
Dear ________________:

1. Use the person's title (Mr., Mrs., Ms., Dr., etc.) and last name.
2. If you don’t know the name of the person, use “To Whom It May Concern.”
3. Put a colon after the name or greeting.

**Body of the Letter**

1. Body of the letter should be flush left.
2. Use the computer to type your letter, if possible. If you don't have access to a computer, use your best writing.
3. State the reason for writing in the first place.
4. Restate your reason for writing in the last sentence.
5. Check your letter for capitalization, punctuation, grammar, and spelling.
6. The tone of the letter should be business-like.

**Closing**
Sincerely,

Your signature
Your full name, printed or typed
**Step 1:** Fold an 18 x 20-inch piece of paper into eight sections.

**Step 2:** Fold the paper in half and cut horizontally along the middle line.

**Step 3:** Fold the paper in half lengthwise. Push the sides toward each other.

**Step 4:** Fold and close the paper to finish the booklet.
Graphic Organizers

Five-Paragraph Essay

Introductory Paragraph

Supporting Paragraph

Supporting Paragraph

Supporting Paragraph

Conclusion
Graphic Organizers

Persuasion Map

Goal or Thesis

Main Reason #1

Main Reason #2

Main Reason #3

Facts or Examples

Facts or Examples

Facts or Examples

Facts or Examples
Steps to Writing a Research Report
Use this checklist to help organize your research report. Check off the steps as you go.

☐ **Step 1: Choose a Topic**
Write the topic of your research report.

☐ **Step 2: Ask Questions**
Write three questions about your topic.

☐ **Step 3: Research**
You may use a book, an article from the Internet, or other sources of information. Write the sources you will use.

☐ **Step 4: Read and Take Notes**
Write your questions on one index card. Read your sources. Write the answer to the questions on the index cards. Remember, you must write the answer in your own words.

☐ **Step 5: Write Your Report**
  **Paragraph 1: Introduction**
  This paragraph will state the topic of your report and three key ideas that will be covered in the report. The three key ideas are the three questions you researched.
  **Paragraphs 2, 3, and 4: Body**
  Each paragraph will tell about one of the key ideas. Each paragraph should start with a topic sentence followed by at least three supporting sentences.
  **Paragraph 5: Conclusion**
  This paragraph concludes the report by restating the key ideas.

☐ **Step 6: Edit Your Report**
Have an adult follow along as you read your report to him or her. Ask the adult to help you edit your report for spelling, capitalization, grammar, and punctuation.

☐ **Step 7: Publish Your Report**
Write a finished copy of your report. Make a cover for your report. The cover of your report should include your name, the title of your report, and the date. Include pictures, drawings, or charts to make your report more interesting.