

## Career Research Report Guidelines

*Standard: W12.2:*

Write informative/explanatory texts to examine and convey complex ideas, concepts and information clearly and accurately through the effective selection, organization, and analysis of content.

*Objective:*

The student will write a research report based upon a career of the student's choosing.

*Basic Guidelines:*

- Read "Research Report Writing," (pages R37-R42 in the back of the textbook).
- Use the chart on the following page to assist you in your research. Be sure to record the source you used for each piece of information.
- Write a five-paragraph report on a career.
  - Word Count guidelines (this does not **guarantee** the grade; it tells the teacher the grade you are trying to get):
    - ❖ A = 700 +
    - ❖ B = 600-699
    - ❖ C = 500-599
    - ❖ D = 400-499
    - ❖ F = 000-399
    - ❖ Put your Word Count beneath your name
- Include a *Works Cited* page that lists at least three works you used in your research (do **not** include this in your word count).

*Specific Guidelines:*

¶ 1: Introduction: Attention Getter, Introduction of Topic, Synopsis, Thesis Statement.

¶ 2: Discuss any schooling/training the career requires as well as any certifications/degree requirements. Include information on where these may be acquired and how long it will take.

¶ 3: Discuss the expected salaries and benefits that can be expected. Benefits are not just medical: vacation/holiday/sick leave, retirement, special allowances, etc.

¶ 4: Discuss the future outlook of the career: will it still be around in 20 years? How will it be affected by new technologies?

¶ 5: Conclusion: Creative Restatement of Thesis, Summary, Reflection.

## Career Research Report Information Gathering Worksheet

	Name of Career	Quotes from Sources	Source
<b>Job Responsibilities</b>			
<b>Education</b>			
<b>Salary/Benefits</b>			
<b>Advancement</b>			
<b>Job Outlook</b>			
<b>Pertains to Your Interests</b>			