



# 5 TIPS FOR MAKING BOOK REPORTS GREAT

## 1 Read the entire book

It sounds obvious, but it's important to read the book from cover to cover before you start your report. Who knows? The book might have a surprise ending!

## 2 Make an outline

Bullet point what happened in the story. Make a list of "who, what, where, when, how, and why" and any other details you think are important.

## 3 Take a stand

What made the story interesting? Choose your favorite character, a funny scene, or what you liked (or didn't like) about the ending and make a point to write about it in your report.

## 4 Express yourself

What did you like most about the story? What would you change? If you were the main character what would *you* do? Don't be afraid to include your opinions!

## 5 Think outside the page

If the assignment allows, get creative with the way you present your report. Design a "movie" poster, interview a main character for a newspaper article, or create a custom book jacket.

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## 1 Take notes with a digital notebook

**OneNote® 2010** allows you to put all of your ideas (words, images, video, audio, links) in one central spot.

## 2 Create reports that get noticed in Word 2010

Add impact, style and clarity to your work in **Word 2010**. Use **SmartArt®** graphics and text effects to give your writing a more polished look and help you communicate key ideas and information visually.

## 3 Every picture tells a story

Make your report stand out with easy-to-use **Picture Editing** tools in **Word 2010**.

## 4 Put your presentation in motion

Check out the cool new video editing effects, dynamic slide transitions and animations in **PowerPoint® 2010**.

## 5 Work together—from virtually anywhere

Make group projects great with **Microsoft® Office 2010**. Post documents online so that your team can edit, contribute and share projects from almost anywhere!



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