

## Fourth Grade Book Report Guide

Dear Parents,

At the present time, we are working to master our writing skills through book report summaries. All book reports must describe the key elements of the story (main ideas extracted from the beginning, middle, and ending of the selection). Book reports are evaluated based upon content as well as neatness. After reading a book, talk about the story and then have your student work on a "rough draft." When reviewing a "rough draft," please help your child to correct his/her spelling, sentence structure, punctuation, etc. before writing a formal copy. I greatly appreciate your help in reinforcing the skills taught in class.

<u>Steps for successfully completing a book report:</u>	<u>Parent's Initials</u>	<u>Teacher's comments:</u>
Follow teacher's directions		
Main idea (focus on beginning, middle, and ending)		
Slang usage (incorrect for use in formal writing assignments)		
Use of 2 <sup>nd</sup> person (incorrect for use in formal writing assignments)		
Check spelling		
Check punctuation		
Check for proper capitalization		
Check for complete sentences		
Check for overall neatness		
Check for neat coloring/illustrations		
Check for neat penmanship		
Book Report Grade		