**How to Write a Biography Report**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 🡺This is about… | 1. | 🞎 | Read about your person. |
|  | 2. | 🞎 | Take notes on your graphic organizer. |
|  | 3. | 🞎 | Make a timeline for their life  Write your report:  For each section: |
|  | 4. | 🞎 | Write a topic sentence. |
|  | 5. | 🞎 | Write facts and details. |
| In conclusion…  Finally, … | 6. | 🞎 | Write a closing sentence. |
|  | 7. | 🞎 | Revise: reread and check for interesting words, sentences, and enough detail. |
| **Cc… . , ? !**  **abc** | 8. | 🞎 | Edit: reread and check for capitals, punctuation, and spelling. |