

Book Report Outline

Book reports should be neatly written or typed (double-spaced, 12 point). Use only one side of the paper. Correct spelling, grammar, punctuation, and use of paragraphs are an expectation. The entire report should be written in **present tense**.

Cover Page

Each report should have a separate cover page that contains the following information:

- A. Title of book
- B. Author
- C. Genre
- D. Publisher
- E. Copyright year
- F. Number of pages

Part I: Book Summary

Your first **one to two paragraphs** should be a brief summary of the plot. You should state the book's title and author, and then you should describe the setting, main characters, and basic action of the book. Do NOT reveal the book's ending, though. Other students may want to read this book later.

Part II: Analysis

Your next **two to three paragraphs** should be an analysis of the book. Consider answering some of these questions:

- A. What is the best or worst part of the book? Why?
- B. What did you learn from the book? (new words, facts, ideas, etc.)
- C. What is the author trying to teach? How did he/she teach this?
- D. Which character do you like the best or the least? Why?
- E. How does this book compare to other books about the same subject or by the same author?

Remember, each paragraph should focus on only one idea.

Part III: Your Recommendation

In your closing paragraph, you should state whether or not you recommend this book to other students. Be sure to explain why you feel the way that you do.

Additional Ideas

You may begin your report with information about the author, such as his/her personal background, other books he/she has written, and any awards he/she has won.

If you really enjoyed your book, you want to convince others to read it. One way to do this is to begin your report with good reviews that others have written about the book. For example, you may write "The *New York Times* calls this the year's best book." This shows that many other people enjoyed the book, too.