



Helping Students Succeed in School: *How-To's to the Rescue!*

with
Sylvia Bielec
Kerry Cule
Julie Paré
Paul Rombough
Kristine Thibeault
Susan van Gelder

HOW-TO

Home About

- Create a Reference List
- Write an article
- Write an artist's statement
- Prepare for that history exam
- Write a historical essay
- Write a lab report
- Write an autobiography
- Créer une bande dessinée
- Écrire un article
- Écrire une lettre
- Faire une présentation orale
- Écrire un conte ou une légende
- Faire un reportage
- Écrire une autobiographie
- Écrire un récit d'aventures
- Interpret a Picture

What are How-To's?

Simple step by step instructions for common school assignments or tasks

Created by teachers and consultants

For students to use on their own or in class

learn HOW-TO

Home About

Create a Reference List

Write an article

Write an artist's statement

Prepare for that history exam

Write a historical essay

Write a lab report

Write an autobiography

Créer une bande dessinée

Écrire un article

Écrire une lettre

Faire une présentation orale

Écrire un conte ou une légende

Faire un reportage

Écrire une autobiographie

Écrire un récit d'aventures

Interpret a Picture

How do we choose what to make?

Own classroom
experience

Teacher resources
we already have

Suggestions
from the
community

What's in a How-To?

Create a Reference List

Write an article

Write an artist's statement

Write a historical essay

Prepare for that history exam

Write a lab report

Write an autobiography

Créer une bande dessinée

Écrire un article

Écrire une lettre

Faire une présentation orale

Écrire un conte ou une légende

Faire un reportage

Écrire une autobiographie

Écrire un récit d'aventures

Interpret a picture

Create a Reference List

What is a reference list?

A reference list contains all of the materials (print, digital, text, images) that you have used in creating your paper or project. You do not have to include everything you have read, just those resources from which you have specifically quoted or paraphrased (rewritten in your own words).

There are established formats that need to be followed for a reference list (ex. MLA, APA). Be sure to ask your teacher which style you should use.

Watch this!



Context

Behind every article, video, song or image, there is a creator! It's all about respect. Using someone else's work (text, images, sound, video) without giving them credit is plagiarism. This is a serious offense in academic writing.

Tools

- Checklist 1
- Checklist 2

Resources

- BibMe
- Son of Citation Machine

Create a Reference List

Write an article

Write an artist's statement

Write a historical essay

Prepare for that history exam

Write a lab report

Write an autobiography

Créer une bande dessinée

Écrire un article

Écrire une lettre

Faire une présentation orale

Écrire un conte ou une légende

Faire un reportage

Écrire une autobiographie

Écrire un récit d'aventures

Interpret a picture

Suggest a topic

Write an Artist's Statement

What is an artist's statement?

An artist statement is what, how, and why you do what you do, from your perspective. It can be created before, during and after you make your art.

Watch this



Step 1

Step 2

Step 3

Step 4

Personal Connection

Art is a personal process. What personal connection do you have to your art? What is the connection between your art and yourself?

Ask yourself:

Context

When do you need this?

An artist uses an artist's statement to tell people about his or her art and artistic process. It is about communicating clearly about the art you make for your audience, teacher, gallery owners and others.

Tools

- Organizer 1
- Organizer 2



Create a Reference List

Write an article

Write an artist's statement

Write a historical essay

Prepare for that history exam

Write a lab report

Write an autobiography

Créer une bande dessinée

Écrire un article

Écrire une lettre

Faire une présentation orale

Écrire un conte ou une légende

Faire un reportage

Écrire une autobiographie

Écrire un récit d'aventures

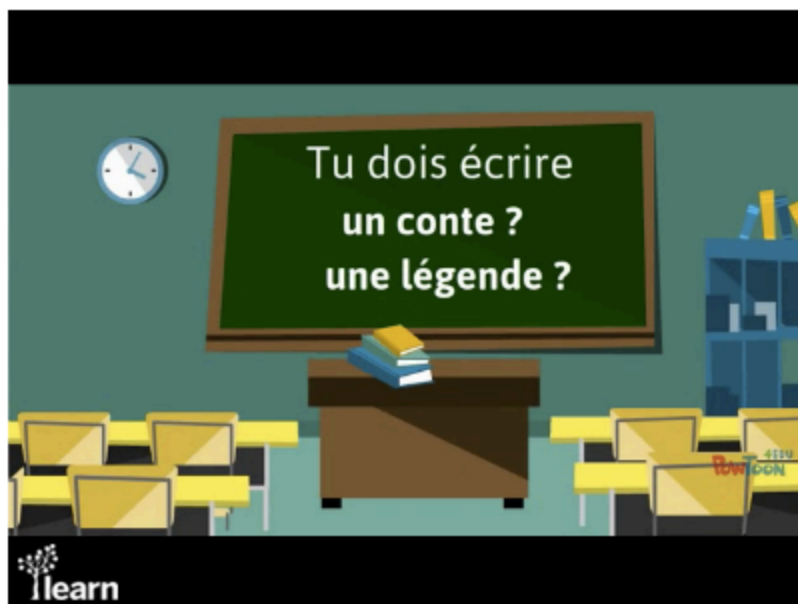
Écrire un conte ou une légende

Petites définitions :

Un **conte** est un court récit d'aventures fictives où intervient la magie. Il raconte une histoire merveilleuse.

Une **légende** est un récit où les faits historiques sont transformés par l'imagination. Elle est présentée comme une histoire vraie même si elle est inventée. Dans les légendes folkloriques, le diable est souvent présent.

Regarde ça!



Contexte

Il y a différentes sortes de contes et de légendes : folkloriques, réalistes, pour enfants ou poétiques. Ils sont écrits pour distraire le lecteur et laisser libre cours à son imagination.

Outils

- Exemple de conte
- Exemple de légende
 - Planifier 1
 - Planifier 2
- Réviser un conte
- Réviser une légende

À consulter

- Schéma actantiel

Create a Reference List

Write an article

Write an artist's statement

Write a historical essay

Prepare for that history exam

Write a lab report

Write an autobiography

Créer une bande dessinée

Écrire un article

Écrire une lettre

Faire une présentation orale

Écrire un conte ou une légende

Faire un reportage

Écrire une autobiographie

Écrire un récit d'aventures

Interpret a picture

Suggest a topic!

Interpret a Picture

How to interpret a picture?

Step 1

Step 2

Step 3

Step 4

How to Interpret pictures?

Start by considering first impressions



Start by considering the YOU in your first impressions of a picture, how you react, what it seems like for you.

Whether it's a photo, a drawing, a film or a painting, pictures are documents you see first, and then understand. And so, the first

Context

Interpreting pictures is an essential technique in the social sciences. Pictures can be either photographs, paintings, drawings, caricatures, etc. Documents like pictures reflect the societies that produce them. Historians and geographers can use pictures to get information about these societies, and about places and events that happened in the past.

Tools

- Develop upon First Impressions
 - Identify Source & Nature
 - Digging deeper: dates/contexts/roles
 - Questioning about it

Resources

- Prezi version of First Impressions
 - Prezi of Like Historians
 - Prezi of Like Detectives
 - Prezi of In Time/Contexts
- PDF of all steps

Create a Reference List

Write an article

Write an artist's statement

Write a historical essay

What is it

Thesis statement

Introduction

Body

Conclusion

Prepare for that history exam

Write a lab report

Write an autobiography

Créer une bande dessinée

Écrire un article

Écrire une lettre

Faire une présentation orale

Écrire un conte ou une légende

Faire un reportage

Écrire une autobiographie

Écrire un récit d'aventures

Interpret a picture

Suggest a topic!

Thesis Statement

Context

A thesis statement is the heart of any essay. It is the position you are taking. It is the main idea around which the whole essay is built.

Tools

- Thesis Builder tool
- Where I stand: Pros & Cons
- Thesis Variations tool

Step 1

Step 2

Step 3

Step 4

What is a thesis anyway?

A history essay begins with a thesis statement, a clearly written expression of the position you are taking. So your thesis statement needs to be well thought out, and your supporting evidence must relate directly to it. Your essay's conclusion should also respond to your thesis statement.

But what is it? And, how do you create it? Follow the steps above, to see how it acts like response, takes the form of one sentence, and how it balances pros and cons to take a stance.

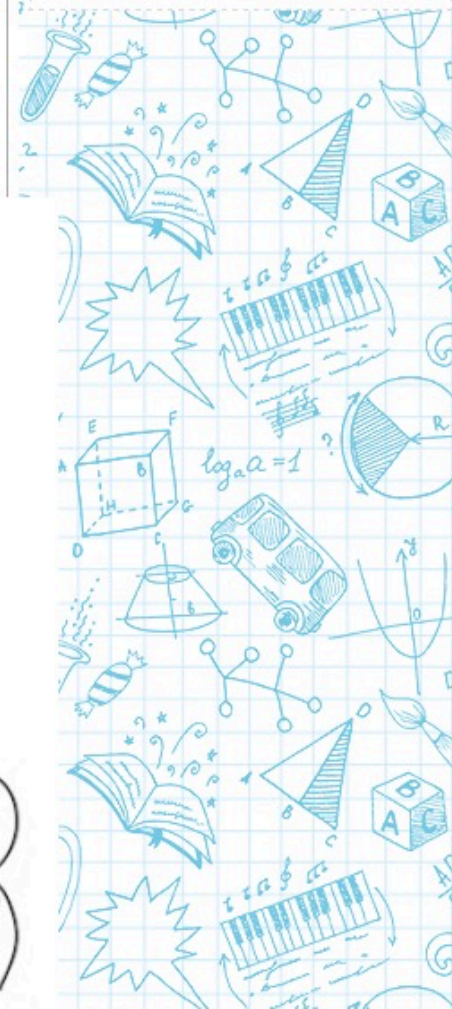


○ Introduction

○ Thesis

• Body

○ Conclusion



Create a Reference List

Write an article

Write an artist's statement

Write a historical essay

Prepare for that history exam

Write a lab report

Write an autobiography

Créer une bande dessinée

Écrire un article

Écrire une lettre

Faire une présentation orale

Écrire un conte ou une légende

Faire un reportage

Écrire une autobiographie

Écrire un récit d'aventures

Interpret a picture

Suggest a topic!

Write a Lab Report

What is a lab report?

A lab report is an information-based text. It is written to describe a scientific experiment. It is also used to analyze the results of the experiment.

Lab reports use simple and direct language. The lab report's most important features are clarity and accuracy so that the experiment is easily understood by others.

Step 1

Step 2

Step 3

Step 4

Step 5

Purpose

The purpose sets out what you are trying to find out and why in clear language.

Ask yourself:

- What am I trying to find out?
- What is the point of my experiment? Why am I conducting it?

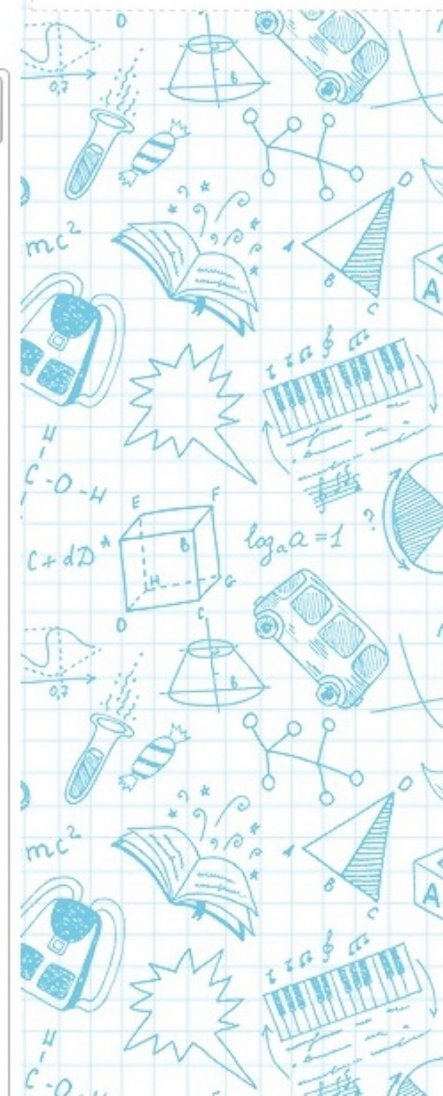


Context

Lab reports are used by scientists of all ages and all over the world to describe and analyze their work.

Tools

- Lab Report
- Checklist



Manageable Steps

How to write a lab report

1

Purpose

The purpose sets out what you are trying to find out and why in clear language.

Ask yourself:

- What am I trying to find out?
- What is the point of my experiment? Why am I conducting it?

Conclusion

The conclusion links your hypothesis and your analysis.

Ask yourself:

- What was my hypothesis?
- Did the results support my hypothesis?
- What did I learn from this experiment?

Remember that rejecting a hypothesis is part of the wonderful process of science! It is not a mistake! It is progress towards scientific understanding.

Hypothesis

A hypothesis is a prediction based on all available information. It predicts the results of the experiment, or the answer to the problem. Some people like to call it an educated guess.

Ask yourself:

- What do I think will happen?
- Why do I think this will happen?

2

Observations

During your experiment, record your observations and data in a clear way. Ask yourself:

Ask yourself:

- What can I see, hear, feel or measure?

You can record using:

- Notes
- Photographs
- Tables
- Drawings

3

Analysis

To analyze experiment results is to make sense of them, to explain them.

An analysis should be more than just stating the results again.

Ask yourself:

- What do my observations tell me?
- What do my findings mean?
- The results mean that _____.
- When _____ happened, it was because of _____.

4

5

Interpret a Picture

How to interpret a picture?

1

Step 1 Step 2 Step 3 Step 4

How to Interpret pictures?

Start by considering first impressions



Interpret a Picture

How to interpret a picture?

2

Step 1 Step 2 Step 3 Step 4

Interpret pictures like historians



Whatever the topic, whatever the subject area, a picture tells a story, and has a story of its own. Historians go through a

4

Interpret a Picture

How to interpret a picture?

Step 1 Step 2 Step 3 Step 4

Consider events, changes, facts.... in «Time»



When you see a picture, you see an event, a person, a place in the world. But in another sense that image, that reality, also

Interpret a Picture

How to interpret a picture?

3

Step 1 Step 2 Step 3 Step 4

Decode pictures like a detective




A picture is not a picture, it is a puzzle. Or it is not a picture, but several pictures. To interpret it, you need to decode it, like a

Thesis Statement

Step 1 Step 2 Step 3 Step 4

What is a thesis anyway?

It's a response, it's a sentence, it balances pros and cons and it takes a stance.



Introduction Thesis

1

Thesis Statement

Step 1 Step 2 Step 3 Step 4


A Response

What is it anyway? It's a response to a question!

A thesis is simply a response to a question or topic. So, your first step is to make sure you understand the question.

Use the [Thesis Builder](#) tool to:

- Isolate key words in the question
- Write the question or topic in simple terms
- Write out your gut responses to the question



2

Thesis Statement


Step 1 Step 2 Step 3 Step 4

Pros vs cons

Refining your thesis statement: Balancing Pros and Cons!

Use the [Pros And Cons Thesis development tool](#) to help refine your thesis statement by comparing different possible responses to the question or topic. Basically, you write out some pros and cons to find out "where you stand".

Use the [Thesis Variations tool](#) if you need to try a few different versions to get the best wording possible.



4

Thesis Statement


Step 1 Step 2 Step 3 Step 4

One sentence

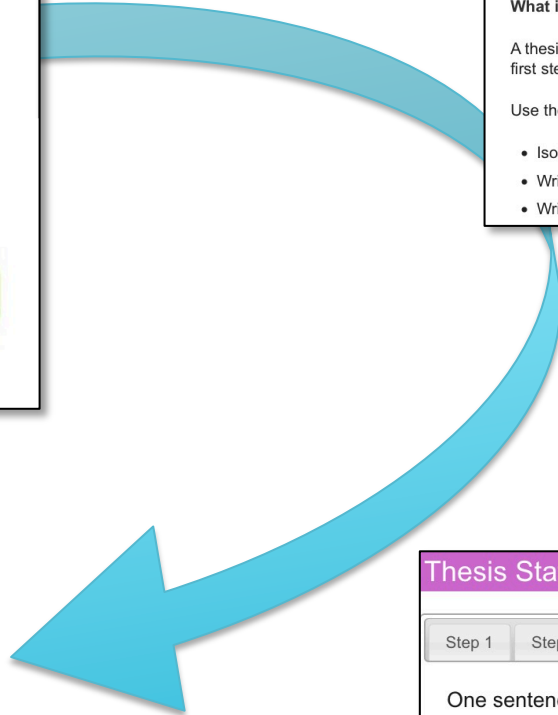
Remember what it is, and what it isn't? Write only ONE sentence!

Use the [Thesis Builder](#) tool to:

- Consider your position (your angle)
- Write your thesis using only one sentence!



3



Étape 1 Étape 2 Étape 3 Étape 4

Choisis un sujet

Quel genre de récit veux-tu écrire ?

Un conte ou une légende ?

Lis le conte *Le petit chaperon rouge* :

http://www.iletaitunehistoire.com/genres/contes-legendes/lire/le-petit-chaperon-rouge-biblicon_020

Lis la légende *La chasse-galerie* :

<http://www.quebecoisdesouche.info/index.php?la-chasse-galerie>

1

Étape 1 Étape 2 Étape 3 Étape 4

Révise ta copie

Avant de faire ta version définitive, révise ta copie avec ces outils :

- [Réviser un conte](#)
- [Réviser une légende](#)

Tu peux demander à tes pairs, ton enseignant ou un parent de t'aider à améliorer ton récit.

2

Étape 1 Étape 2 Étape 3 Étape 4

Rassemble tes informations

Qui est le héros ?

Qui sont les adjouvants et opposants ?

Qu'est-ce qui (personne, chose) pousse le héros à passer aux actes ?

Quel est l'objectif ou la mission du héros ?

Qui profite de l'objectif/mission du héros ?

Utilise l'organisateur suivant pour t'aider à recueillir tes idées :

- [Schéma actantiel](#)

4

Étape 1 Étape 2 Étape 3 Étape 4

Écris ta première version

Le conte et la légende ont la même structure narrative qui comprend 3 parties :

- une situation initiale dans laquelle le héros a un besoin ou un désir à satisfaire (élément déclencheur) ;
- un déroulement qui présente les obstacles dressés devant le héros (actions) ;
- une situation finale qui raconte la réussite ou non du héros (dénouement de l'histoire).

Au besoin, utilise les outils ci-dessous pour t'aider à planifier et créer la première version de ton récit :

- [Planifier 1](#)
- [Planifier 2](#)

Écris la première version de ton conte ou de ta légende.

3

Step 1

Step 2

Step 3

Keep a running bibliography

As you consult various resources, make sure to keep detailed notes. Include as much of the following information as possible:

- type of resource (book, magazine, article, ebook, web page)
- title
- author
- where the work was published
- name of publisher
- copyright date
- URL & access date (for online materials)

If you want to use the exact words in your paper or project, be sure to make note of the page numbers or spot in the article.

Remember, it's a good idea to make a note of the exact topic to be sure that the info

1

Step 1

Step 2

Step 3

Select the resources that you have actually used in your work

What's the difference between a bibliography and reference list, you ask? Your reference list includes only the resources that you have referenced in your work.

So, for your final reference list, choose the...

- items that you have quoted;
- items you have paraphrased (rewritten in your own words);
- media (images, videos, sound) you have used.

2

Step 1

Step 2

Step 3

Make a final reference list

Be sure you know in which style you need to list your references (MLA, APA or other). Once that's clear, use the appropriate style guide and remember to be consistent.

There are also some good online tools that can help you format your bibliography, a couple of examples:

- [BibMe](#)
- [Son of Citation Machine](#)

You supply the information; the tool formats it according to the style you choose. Then, you simply copy and paste the formatted reference into your final list.

Here are some basic formatting tips to keep in mind as you finalize your reference list:

