

## **21L006 Report Guidelines**

1. Research your topic, consulting a balance of print and online sources and drawing on the resources offered in the research workshop, the class library guide, and the library shelves.
2. Select salient points and materials: facts and information, an image perhaps, a sample passage from the reading.
3. Prepare a handout with copies for the class, no more than one sheet, presenting your materials in an organized, concise format (if you do not have access to a copier, send me your file by 9:00 am on the day of your report). Give your talk a title.
4. Include discussion questions for the class. Make sure these are questions the class can actually answer, given how little they will know about your topic.
5. Provide a bibliography in correct MLA format at the end of your handout.
6. Practice delivering your talk so that you're sure you can make your points in under ten minutes, can address the class directly without reading from and repeating the handout materials, and can hit the high points clearly and concisely.
7. You will be graded on the effectiveness of your handout and oral delivery and on the usefulness of your report for engendering discussion and understanding of the day's reading.

MIT OpenCourseWare  
<http://ocw.mit.edu>

21L.006 American Literature  
Spring 2013

For information about citing these materials or our Terms of Use, visit: <http://ocw.mit.edu/terms>.