

## Beginnings and Endings

The written part of a report usually has three parts—introduction, body, and conclusion. The **introduction** tells the topic of the report and encourages the reader to read further. The **body** gives most of the information on the topic. The **conclusion** summarizes the report and lets the reader know the report is finished.

Read these introductory and concluding paragraphs taken from a report.

*Have you ever seen something that looks like smoke coming from a bowl of punch? What you probably saw in the punch was dry ice.*



*So the next time you see smoking ice, remember it's made of carbon dioxide, not water.*

Pretend you are writing a report on how the hot dog got its name. The body of your report is given. Write an introduction and conclusion.



On a cold day at the New York Polo Grounds, vendors were selling frankfurters. To attract people, they would yell, "Red hots! Get your red-hot dachshund sausages!" A sports writer heard them calling and drew a cartoon of a barking dachshund in a bun. But he didn't know how to spell *dachshund*, so he called it a *hot dog*!

Introduction \_\_\_\_\_

Conclusion \_\_\_\_\_