

19/09/23

Report

to write a report

Academic	vs	formal
↓		↓
Particular		Standard
Vocabulary		English
related to		
a specific		
Subject		

- 1 **Content:** A report needs to have facts first followed by a conclusion.
- 2 **Title:** Begin by writing the title of the report and underlining it.
- 3 Start the introduction (time, location, people involved, activity involved).
- 4 Add more information
- 5 **report body:** Here we cover the main aims of the report
- 6 more information
- 7 **Next paragraph:** Here we are explaining the helpful suggestions the speaker has made
- 8 **Supporting sentence:** This sentence links the paragraph to the conclusion.
- 9 Ending.
- 10 final ending.