REPORT

What is a Report?

- **Complete the paragraph with the words you have above**

- writing
- evidence
- informative texts
- findings

A report is a concise piece of   that uses facts and   to look at issues, situations, events or   . Reports are   that aim to analyse different topics with a specific purpose and audience in mind.

Structure of the Report

- **Match with the correct definition**

INTRODUCTION

Balance the positive and negative points fairly

You can use numbering or bullet

BODY FIRST PARAGRAPH

This is where everything comes together. Keep this section free of jargon as many people will just read the summary and conclusion.

BODY SECOND PARAGRAPH

Here you will explain the problem and inform the reader why the report is being made. You need to give a definition of terms if you did not include these in the title section, and explain how the details of the report are arranged.

CONCLUSION

Balance the positive and negative points fairly.

Use a range of specific vocabulary or set phrases e.g. Some thought this was …../ other students said they preferred…

- **Choose TRUE OR FALSE**

In the Introduction you :

Use headings – this makes it easier to find the main info.   False   True

Begin with Dear Sir/ Madam – it's not a letter.   False   True

In the Body First paragraph you :

You write just positive points.   False True

You can use numbering or bullet points to highlight the main points.   False   True

In the Conclusion paragraph you :

Give the recommendations   False   True

Express opinions impersonally   False   True