

Exercise 3

How you start your report (the introduction) is very important.

Look at the statements and decide if they are True or False.

A good first paragraph (introduction) should ...

1. give your opinion.
 - ☐ True
 - ☐ False
2. say what the process is.
 - ☐ True
 - ☐ False
3. include every detail of the process.
 - ☐ True
 - ☐ False
4. give extra information based on your own knowledge.
 - ☐ True
 - ☐ False
5. state how many stages are in the process.
 - ☐ True
 - ☐ False
6. identify the start and end of the process.
 - ☐ True
 - ☐ False