

REPORT WRITING

Reports

Key Points to remember:

- Remember the **Type, Audience and Purpose** for the report. It will help you to make sure your writing is appropriate.
- A report is a **formal** piece of writing.
- It is often appropriate to use bullet points, graphs and charts as a part of a report.



Order/Organisation

Key Points to remember:

- Organise your sub-headings into the most **logical** order. This will help your essay to be more fluent.
- Remember to use **topic sentences** to move your writing on to your next point. (See example overleaf)
- Make sure any graphs or charts you use match up with the relevant section of your essay.

Content

Key Points to remember:

- **Plan** your research and take notes in a way that you will know what they mean. You have covered this skill in the literacy programme in the library.
- Decide on **sub-headings** that will help you to fulfil the task.
- Group your content material according to these sub-headings.
- Remember to include a **bibliography** of the sources you used.

Language

Key Points to remember:

- Most reports should be written in either the **second person** or the **third person**. Your teacher will tell which is the most appropriate
- Reports should be written using **formal language**.
- You should avoid elisions (don't, won't etc)
- Keep up an **informative tone** throughout your piece.

Extract from a report on healthy lifestyles.

Title

REPORT ON HEALTHY LIFESTYLES

Regular exercise is a very important part of how we can keep our bodies fit and healthy. Fitting exercise into your life can be a challenge but there are many different sports and activities to choose from and the rewards of keeping active are considerable.

Sub-heading

Making time for Exercise

There are a number of ways to build exercise into your life. This can range from making simple decisions such as making the effort to walk to the shop rather than take the car or even take the stairs at work instead of the lift. These simple tasks, undertaken regularly, can make a big difference.

Formal language used.

Sporting Activities

From team sports such as football and hockey, to cycling and hill walking, there is a healthy activity to suit everyone... (main body of report follows)

Sub-heading

Bibliography

The Health and Fitness Handbook - Dagleish, Julia (2001)

Walking for Fitness - Barough, Nina (2004)

Topic sentence explains what the paragraph will be about.

Informative tone being used.

Bibliography cites sources where the content was found.

Writing Targets – Report

Suitable title	
Sub-headings / sections	
Introduction with the purpose clearly stated	
Main ideas, accurate and in detail	
Important facts, appropriate, accurate and in detail.	
Important facts are linked, clearly	
Well organised	
Logical structure	
Appropriate tone	
Specific words/phrases appropriate to topic	
Conclusion – developed, effective and appropriate	
Core Targets	
Accurate punctuation, supporting structure and meaning	
Sentences well constructed and of varied length and type	
Accurate use of paragraphs/sections for separate ideas /areas of information	
Appropriate layout	