



3055 BA SANGAM COLLEGE

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LESSON NOTES

School: Ba Sangam College

Year/Level: 11

Name: _____

Subject: English

Worksheet 26

Year: _____

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|--------------------------|--|
| Strand | Writing and shaping |
| Sub Strand | Text Types: media, everyday communication, literary texts. |
| Content Learning Outcome | Investigate and apply specific purposes for various writing texts to demonstrate effective writing skills. |

Formal Writing: Report writing

- There are many different types of reports that are written to present facts about a situation, project, or process and will define and analyse the issue at hand.
- The goal of a report is to convey observations to a specific audience in a clear and concise style. Let us consider a suggested report writing format:

Title - The report must have an appropriate title. The title must enable the reader to understand what the report will outline.

Introduction - The first part of the report requires an introduction. Here, the issue in question will be explained and the reader will be informed why the report is being made. A definition of terms needs to be included if you did not include these in the title section, and explain how the details of the report are arranged.

Content - This is the main section of the report. While the previous sections need to be written in plain English, here you could include technical terms or jargon from your field. It can contain several sections, each clearly labeled, making it easy for readers to find the information they seek. Information is to be arranged in order of importance with the most important information coming first or you might like to present your points by complexity or time.

Discussion - this could be an optional section at the end of the main content to go over your findings and their significance.

Conclusion - Everything must tie in together here. Exclude any use of jargon as many will just read the summary and conclusion.

Recommendation - This is where you can discuss any actions that need to be taken. Use plain English to explain your recommendations in order of priority.

Useful points to consider for Report Presentation

- Present your report in a simple and concise style that is easy to read and navigate to have a greater impact on the reader.
 - Use numbered or bulleted lists whenever appropriate to break information into easy-to-understand points.
 - Use headings and subheadings throughout your report to identify the various topics and break the text into manageable chunks.
 - Keep the Report Writing Style simple; short sentences to the point.
 - Use the Active Voice as it makes the writing move smoothly and easily using fewer words than the passive voice and gives impact to the writing.
 - Read the report aloud and have someone proofread it for you or you may want to come back and look at it with fresh eyes.