



---

# Reports

# What is Report?

- A report is a specific form of writing that is organized around concisely identifying and examining issues, events, or findings that have happened in a physical sense, such as events that have occurred within an organization, or findings from a research investigation.
- These events can also pertain to events or issues identified within a body of literature. A report informs the reader simply and objectively about all relevant issues.

# *Report 1*

- Here are two reports that deal with the same subject.  
Read both reports carefully and then answer the question on page 54.



# New Year Fun

Dear Headteacher

We're in class 8G and we all thought that it would be a great idea if we could organize a charity fund-raising activity. So we had a discussion and Lee (or at least, I think it was Lee but it could have been Soraya) came up with the idea that we ought to organize a New Year celebration party for the kids in the local Under 5s Playgroup. So we made arrangements with the people who run it and decided on what we would charge for admission then we all thought about what we could each do.

# New Year Fun

Anyway, all of our class arrived at the playgroup on New Year's Day and started to get things ready. We had some food and drink that we'd organized and we had some play equipment and other things that we thought we'd do, like some of the class had brought along hi-fi equipment so that there could be dancing and just after we'd got things ready it was time to start so we opened the doors and loads of little kids along with their parents came rushing in.



# New Year Fun

We didn't charge anything for admission but they had to pay to buy food and to take part in the activities. The trouble was they all wanted to do everything at once and none of them had the right money so it was hard to give them change and then the Bouncy Castle collapsed because too many of them were climbing on it at once and we hadn't got enough food ready and so some of the young kids started crying because they thought they wouldn't get any but eventually we got some more sandwiches and cakes and hot dogs ready and then they were happy again but it really was very chaotic at times but in the end they all went home happy and although we had a lot of clearing up to do, we were happy as well because we'd made a lot of money for charity.

# Homework | Exercise 3: Reports 1 and 2

- If you were the headteacher who received these reports, which would you find the more informative and why? Decide which report is less effective and then write a brief commentary on it (about 200-250 words) in which you point out particular examples of why it is not effective and give your reasons for saying so.

*The End*