



# Writing a Report



# Writing

- Writing reports is almost certainly something that you will have to do not only during your time at school, but also in your adult, working life. As with everything you write, it is important that you have a clear idea of both the purpose of the report (*why you are writing it*) and the audience for whom you are producing it (*who will read it*). When writing a report, you should pay close attention to the following advice:

# Writing

- The person who is reading your report is likely to be very busy and so information should be conveyed clearly and accurately; your main concern should be to communicate the main points directly and without any unnecessary details or digressions.
- Details should be accurate and precise; do not make vague or uncertain generalizations

# Writing

- The report should be written factually and in an objective tone. It should not include personal emotions or opinions.

# Writing

- Be concise but also include all essential details. Remember, there is an important difference between brevity and conciseness: you can make a report short by leaving out key points, but it will not be a very effective report if you do so! You can, however, make your report concise by leaving out unnecessary words such as 'each and every one', 'during the course of events', and so on.

# Writing

- If it is necessary to make recommendations as a result of the report, then they should be clearly based on details in the report and be practicable, manageable and positive.

# Homework

## Activity

Keeping in mind the advice given on page 54, write a report on **one** of the following:

- While taking part in a playground activity at school, you and your friends accidentally broke a classroom window. Write a report for your form teacher in which you explain clearly, concisely and honestly exactly how the accident occurred.
- You are looking for some part-time work and have recently visited a company where you hope to be employed. Write a report for your careers teacher at school giving details of what the company does, what work you have applied to do there and what is involved, how many hours a week you will work and how you intend to organise this so that your school work will not be affected.

Thank  
You!

The image features the words "Thank You!" in a playful, rounded font. The word "Thank" is on the top line, and "You!" is on the bottom line. The letters are primarily yellow with a white outline and a slight drop shadow. The background is a vibrant teal color, decorated with a sunburst pattern of radiating lines and several five-pointed stars. The overall style is bright and cheerful.