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Report

A report usually tells the reader about an _____. The writer may analyse or observe these events/situations. Reports are always written for a particular audience. They are clear and objective, _____.

Things you should do:

- Make points clear in separate paragraphs with topic sentences (use subheadings if you want)
- Use _____ (Earlier, Later that day, Afterwards).
Reports of an event would give information about what happened in _____ i.e. from beginning to end.
- Stay _____. This isn't descriptive writing - it's a clear presentation of information. There should be no exaggeration or emotive language.
- Formal and standard English
- _____ is often used.
- Variety of sentence lengths and punctuation

Structure for Success

First paragraph – Introduction

Be clear about the _____
- who, what, when, where, etc

Eg: On 16th June 2012, Eastwood School was inspected by the local council (Barker and Douglas). The focus was on the Maths and English departments. Both were graded as making positive progress. The visit was a response to the dramatic rise in GCSE passes from grades A*-C.

Paragraphs 2 to 4 – The Main Report

- details of what happened
- facts and statistics
- use topic sentences and sub-headings
- _____ from eye witnesses / members of public

Eg: One staff member commented that students were 'a delight to teach', with the staffroom atmosphere described as 'hugely supportive' by another.

Last Paragraph – Ending

- Finish with some points for improvement or your suggested action for any similar events.
- This might be things that went well or recommendations to _____.

Eg: Overall, the school shows itself to be making steps towards clear improvements. It is recommended that Eastwood School shares their strong teaching and learning practice with other schools in the district.

Remember:

- Your text should be well-ordered with a strong sense of beginning and end.
- Your report should sound convincing and real with an excellent sense of audience.