

REPORTS

- A **REPORT ASSESSING GOOD AND BAD POINTS** IS NORMALLY A FORMAL PIECE OF WRITING.

It should consist of:

- 1 □ **INTRODUCTION:** YOU STATE THE **PURPOSE** AND **CONTENT** OF YOUR REPORT.
- **MAIN BODY:** ALL INFORMATION IS PRESENTED IN DETAIL UNDER **SUB-HEADINGS**, GIVING BOTH **POSITIVE** AND **NEGATIVE POINTS**.
- **CONCLUSION:** YOU **SUMMARISE** THE INFORMATION MENTIONED IN THE MAIN BODY, AND YOU STATE YOUR **OPINION / RECOMMENDATION**.

- A **SURVEY REPORT** is normally a formal piece of writing based on a research. It may be less formal depending on who is addressed to. It should consist of:

- 2 □ **INTRODUCTION:** YOU STATE THE **PURPOSE** AND **CONTENT** OF YOUR REPORT.
- **MAIN BODY:** ALL COLLECTED INFORMATION IS PRESENTED IN DETAIL. USE **SUB-HEADINGS**, **NUMBERS OR LETTERS** TO SEPARATE EACH PIECE OF INFORMATION.
- **CONCLUSION:** YOU **SUMMARISE** ALL POINTS MENTIONED BEFORE, AND MAKE **RECOMMENDATIONS OR SUGGESTIONS**.

- When you are asked to **REPORT EXPERIENCES**, you normally write in an informal style.

Such reports should consist of:

- 3 □ **INTRODUCTION:** STATE THE **TOPIC** OF YOUR REPORT, GIVING INFORMATION ABOUT THE EVENT, DATE AND PEOPLE INVOLVED (**WHAT-WHEN-WHERE-WHO-WHY**)
- **MAIN BODY:** ALL INFORMATION (EVENTS) IS PRESENTED IN **CHRONOLOGICAL ORDER** IN **VARIOUS SECTIONS**, WHICH CAN BE INDICATED USING **SUB-HEADINGS**.
- **CONCLUSION:** **SUMMARISE** YOUR POINTS, AND REFER TO YOUR **FEELINGS, MOODS OR CONSEQUENCES**.

ASSESSMENT REPORTS

A report assessing good and bad points is normally a formal piece of writing, and should consist of:

- a) an **introduction** in which you state the purpose and content of your report;
- b) a **main body** in which all information concerning the topic is presented in detail under sub-headings; and
- c) a **final paragraph** which summarises the information mentioned in the main body, and states your opinion/recommendation.

Points to consider

- Before starting to write your report, think of who you are supposed to be according to the topic and who the report is addressed to. This will help you decide on the style of the report.
- Decide on the heading of the report, then carefully plan the information you will include. Decide on what you will write about, giving sub-headings, and think of what specific information you will include in each section.
- Use linking words to join your ideas. If you feel there are negative aspects to be mentioned, present them under the relevant sub-headings, as well as the positive aspects. Join the positive and negative comments using appropriate words (**however, nevertheless, on the other hand, in contrast**, etc).
- Present tenses are normally used in this kind of report. However, past tenses are used for reports related to past events, e.g. *a report about a restaurant*.

Useful language

To introduce: As requested, The purpose/aim of this report is to ..., etc.

To make contrasting points: However, Although, Despite, But, While, Even though, etc.

To express the difference between appearance and reality: It may seem, On the surface, Apparently, etc.

To conclude/summarise: On the whole, In conclusion, To conclude, To sum up, etc.

introduction

.....
state the purpose and content
of your report

Main Body

.....
summarise each point
under suitable sub-headings,
giving both positive
and negative points (if any)

Conclusion

.....
general assessment and/or
recommendation