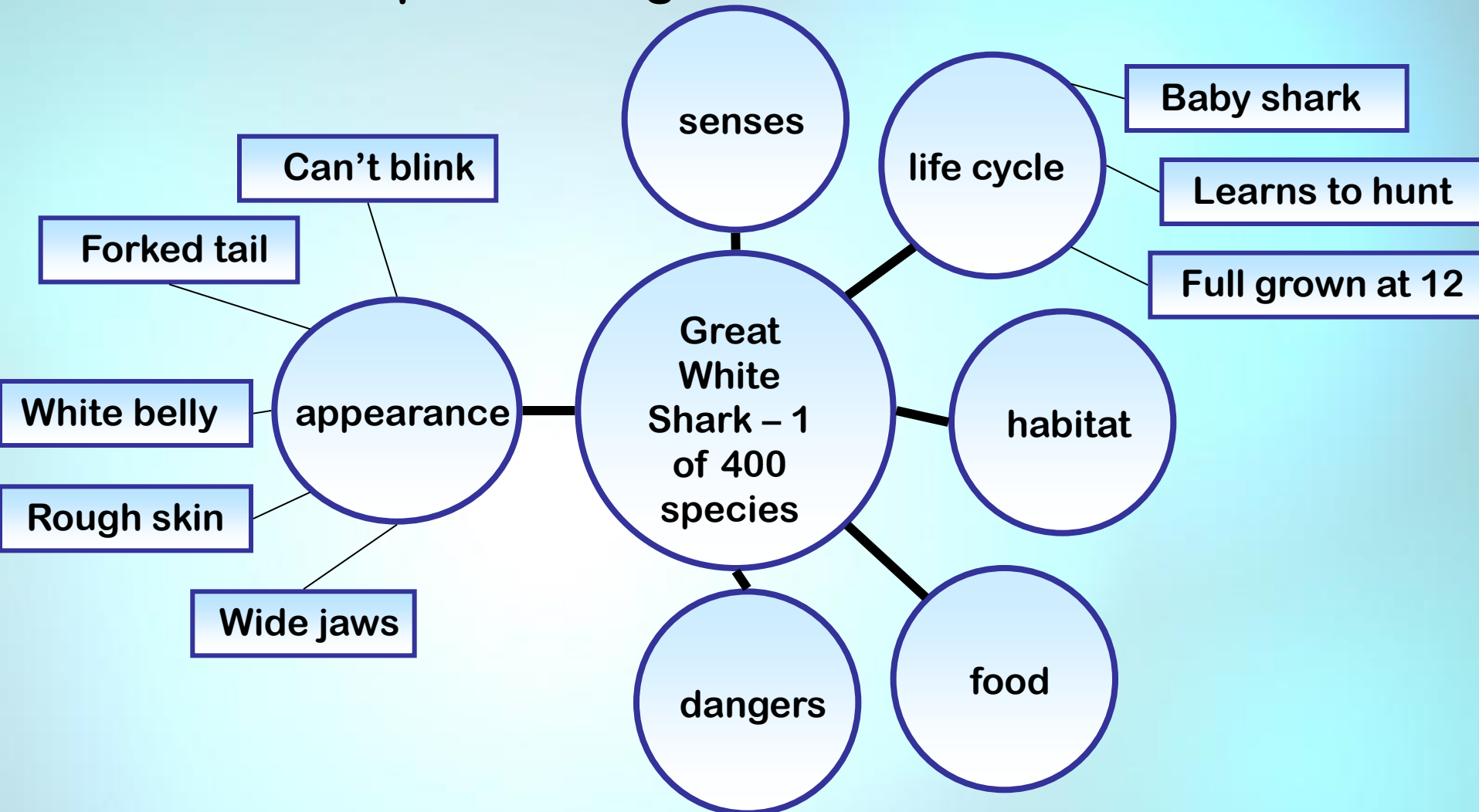


Report

The report writing skeleton looks like this.



It gives factual information which can be in non-chronological order

There are lots of different types of report.

- An information leaflet
- A newspaper or magazine article
- A letter
- A non-fiction book
- An encyclopaedia entry
- A catalogue
- A school website



Let's look at the five key areas of a report.

Audience	Purpose	Examples
Someone who wants to know about something	To present information that is easy to find and understand	Dictionary, reference book, text book, encyclopaedia

Typical Structure

Paragraphs that are not in chronological order and categories with headings/sub headings

Typical language features

Formal and impersonal, technical vocabulary, present tense, generalisation, detail where necessary

There are two 'tool kits' we need to write reports.

The '**Organisation Toolkit**'.

The '**Reports Language Toolkit**'.



Organisation Toolkit

Remember to...

- Write a title to say what you are writing about
- Write an introduction that defines the subject or make a statement that interests or intrigues the reader so they want to read on.
- Organise work in paragraphs starting with a topic sentence. You could also use a sub-heading to divide up your work.
- Write paragraphs in a sensible order *e.g. when talking about an animal write about its appearance first.*
- Draw diagrams, charts or fact boxes. These give clear information
- Write a conclusion to draw writing to an end and add a glossary if necessary.



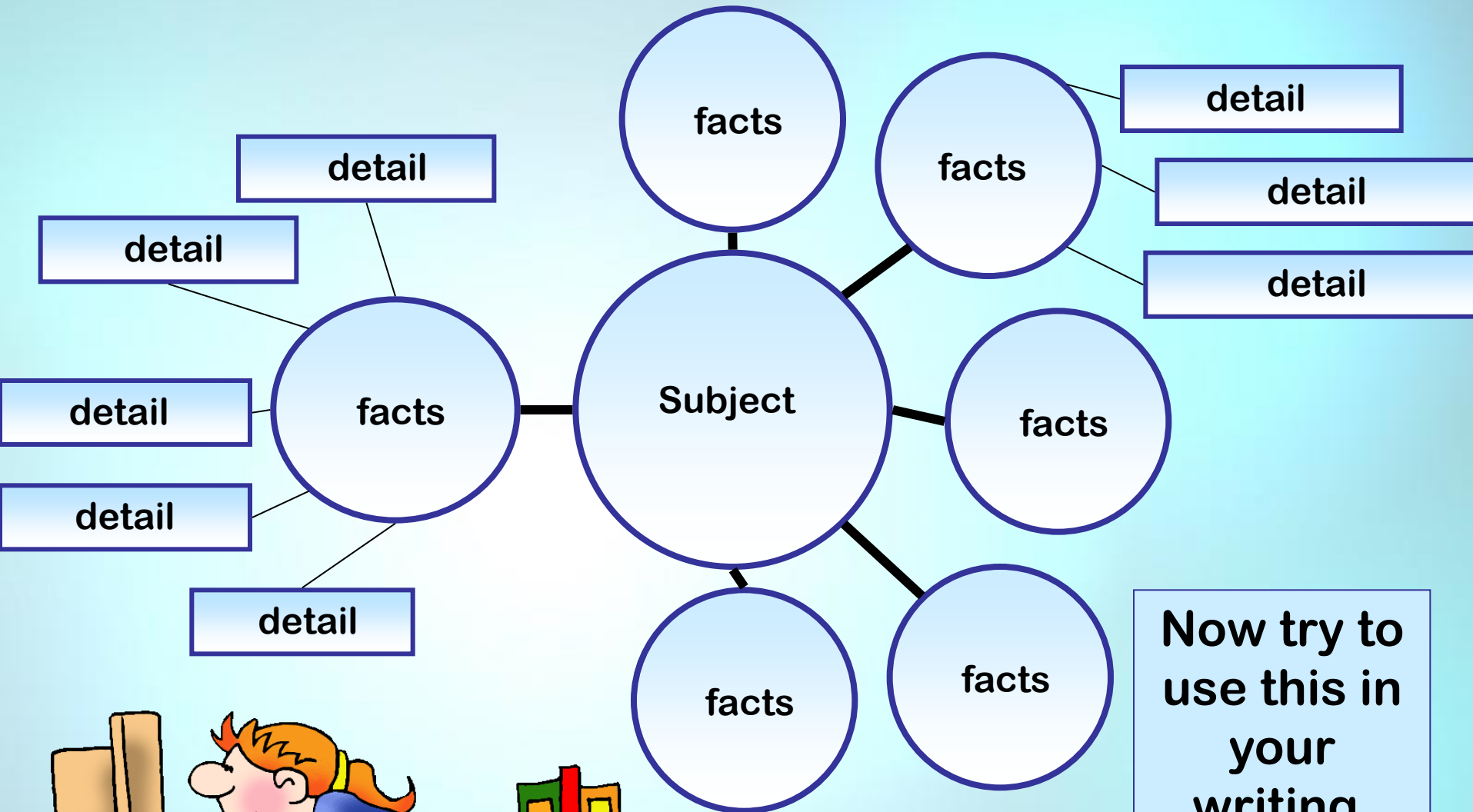
Reports Language Toolkit

Remember to...

- Write in the **present tense**, except for historical reports
- Write in the **third person** (*he, she, it, they*)
- Write in a **formal style**, although you may want to address the reader directly at the end
- Use **relevant technical language** (*tentacles, skull*)
- Use **accurate descriptions, interesting detail and several facts and examples**
- Use **'weasel words'** to cover exceptions (*usually, maybe, generally*)



Let's look at the report writing skeleton once more.



Now try to use this in your writing.



Ideas based on the 'Igniting Writing' series
by Sue Palmer, Pie Corbett and Ann Webley
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