



Cambridge IGCSE® English as a Second Language 0510

Writing a report

The purpose of a report is often to give information and suggestions to the reader. Reports are a mixture of fact and opinion and the language you use will depend on the audience the report is for. A report may include headings.

Content

Content covers:

- the **relevance** (i.e. whether the piece fulfils the task and the awareness of purpose/audience/register)
- **development of ideas** (i.e. the detail/explanation provided).

Language

Language covers:

- **range** (i.e. complexity of vocabulary and sentence structure)
- **accuracy** (i.e. grammar, spelling, punctuation and text organisation).

Tips for writing a report

Language

Think about the audience that the report is for. The tone of the report should be formal.

Use linking words which suit a formal type of writing, such as 'Firstly', 'Furthermore' or 'In conclusion.'

Use reported speech rather than direct speech.

Use correct spelling, punctuation and grammar.

Organisation

A report should be well-organised and clear. Each paragraph should cover a different aspect of the report.

A report often follows a three or four-part structure:

- **Introduction** – why are you writing the report
- **Summary**
- **Findings**
- **Conclusion**– this should include recommendations, solutions or suggestions.

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David Watson, Helen Williams



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web so that you will work for justice equality and peace may god bless you with tears to shed for those who suffer from pain rejection starvation and war so that you will reach out your hand to comfort them and change their pain into joy may god bless you with the foolishness to think

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