

Report Writing

A **report** is an informative formal piece of writing. It concerns a particular person, place, situation, plan, etc. It is addressed to one's superior / colleagues, members of a committee, etc. It is written in response to a request or instruction.

Types of reports

- **Assessment reports** - present and evaluate the positive and/or negative features of a person, place, plan, etc. They also include your opinion and/or recommendation.
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Thomas Griffiths



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