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 fulfills 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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Thomas Griffiths

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