

How to write... a report

Purpose

To provide detailed information about the way things are or were. To help readers understand what is being described by organising or categorising information.

Text types

non-fiction books, information leaflets, tourist guides, magazine articles, encyclopaedia entries, school reports

Structure

Opening statement

that is often a general fact or classification, possibly followed by a little more information connected to that opening statement

Carefully organised information

describing different qualities or aspects of the subject of the report

Headings and subheadings

to indicate how the information is organised

Paragraphs

to organise and group information

Diagrams and images

(optional) to illustrate and inform



How to write ... a report

Language, Grammar
and Punctuation:

Third Person

Present tense

including present perfect, or past tense for historical information

Conjunctions, adverbs and prepositions

to expand and order ideas

headings and subheadings

Adjectives and expanded noun phrases

to aid description

commas for lists

