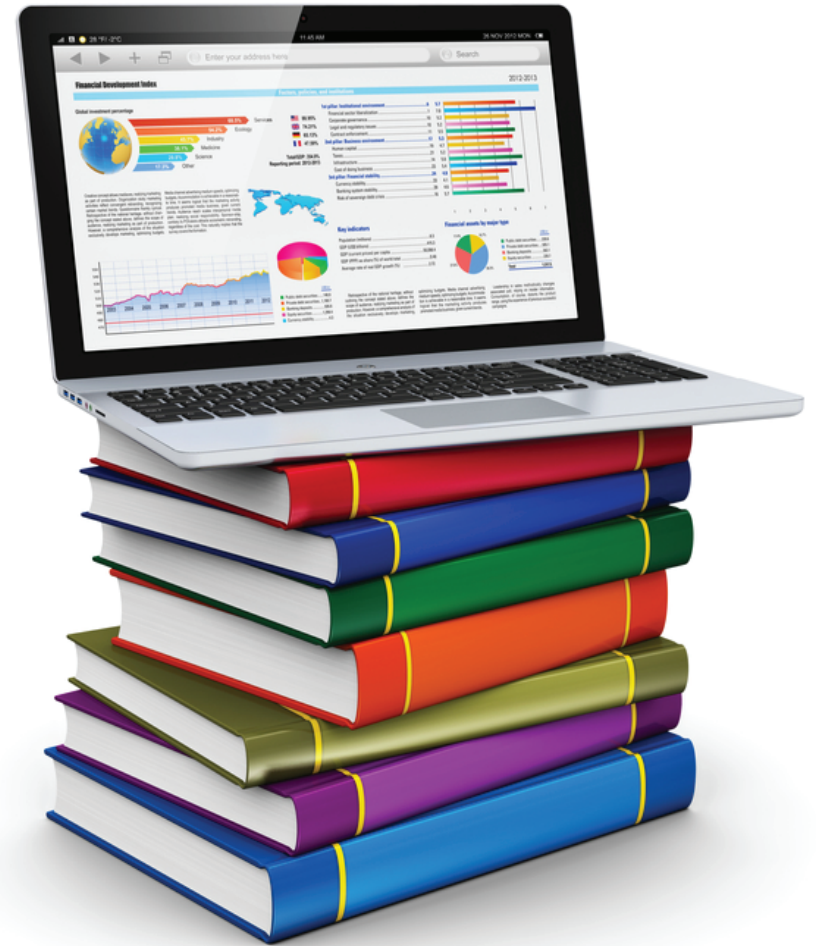


# Writing a Report

## Purpose:

*To provide factual information about an object, person, animal, place or event.*

Studyladder



# Examples of Different Types of Reports:

## *Information Report*

*To classify and / or describe.*

## *Descriptive Report*

*To describe in detail.*

## *Investigative Report*

*To record feelings and observations.*

## *Scientific / Technical Report*

*To record technical information.*



documentaries



guides



experimental reports



reference books

# Structure:

## 1) Classification:

*A general statement or classification.*

## 2) Description:

*Description organised according to category.*

## 3) Concluding Statement:

*A summary of the information provided.*

## Structural Features:

- \* Use a title.*
- \* Organise by paragraphs or*
- \* Use subheadings.*

## **Language Features:**

- \* Use passive voice.**
- \* Use formal and impersonal language.**
- \* Use timeless present tense.**
- \* Use generalised terms.**
- \* Use technical language.**
- \* Be objective. Focus on facts not opinion.**
- \* Write facts that are accurate.**

## **Questions to Ask Yourself:**

**Classification: What is it?**

**Description: What does it look like? Where is it located?**

**What can it do? What are its special features?**