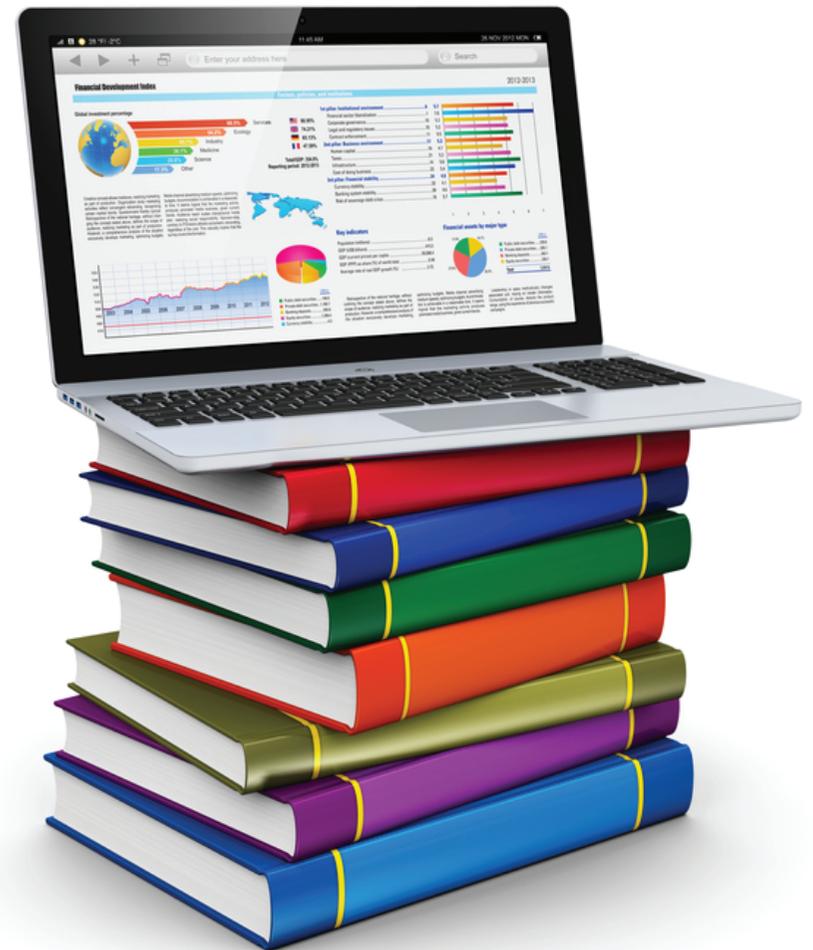


WRITING A REPORT

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?