

Writing a Report

IGCSE English ■ Topic 5

IGCSE English



What we will cover

- 1 Purpose & reader
- 2 A factual tone
- 3 Headings & structure
- 4 Facts then recommendations





Purpose and reader

- a **report** gives information to a person in charge about a **situation**
- tone is clear and **factual** – useful facts, not a story
- write for someone who must **make a decision**



Organise facts for a clear purpose and reader

Headings and structure

Report title

Introduction

Good points

Problems

Recommendation

Break the report into sections with short **headings** .

A title at the top, then headed sections, help the reader find facts fast.

Facts then recommendations

facts first

give the facts clearly; keep
your **opinion** out of this part

then recommendations

end with a clear **conclusion** – easy advice to follow

Useful language

They make your writing sound organised and grown-up.

- **To introduce:** *The aim of this report is to... / This report looks at...*
- **To give facts:** *At present... / The main problem is... / Many students felt that...*
- **To recommend:** *I recommend that... / It would help if... / The best solution is to...*

Purpose and reader, continued

the reader is in charge - they want **information**



“It was an amazing day and everyone loved it!”

a story full of opinions -
the reader learns nothing



“150 students attended –
20 more than last year.”

clear facts the reader
can act on

A report gives facts the reader can use, not a story

Format



A formal discussion: reports give clear facts so decision-makers can act on them

How to organise a report

Report on the School Sports Day

Introduction

Good points

Problems

Recommendation

a **title** says what the report is about

short **headings** help the reader find information fast
facts first, clearly -
keep your opinion out

end with your
recommendations - what you think should happen

The shape of a report: facts under clear headings, recommendations at the end

A model report extract

A report describes an event , an experience or a situation .

Introduction

This report looks at the school library and suggests ways to improve it.

Good points

The library is quiet, and it has a wide range of books for every year group.

Problems

There are too few computers, and the opening hours do not suit students who travel far.

Recommendations

I recommend adding four computers and opening for one hour after school.

The language is **calm and impersonal**: a report avoids “amazing” or “terrible”.
The headings organise; the evidence persuades.

Exam tips

- Start with To / From / Subject or a clear title. A report never opens with “Dear...”.
- Use the introduction to say what the report covers and why, in one or two lines.
- Group the facts under short headings, and keep your opinion out of the findings.
- Save opinions for the end: one clear recommendation, “I recommend...” plus one action.
- Keep the style neutral and calm: no exclamation marks, no jokes, no chat.



Worked example – structuring a report

You must report to your principal on the school canteen. How do you organise it?

- A report is written for someone who must **make a decision** – so make it easy to scan.
- Use **headings**: *Introduction* → *Findings* → *Recommendations*.
- Findings stay **factual and impersonal**:
“Most students said the queues were too long.”
- Recommendations are **specific actions**:
“The canteen should open a second till at lunchtime.”

A report is **not** an essay: headings, facts, then clear recommendations. Impersonal (“it was found that”), and **never** a personal rant.

Topic 5 – key takeaways

1

Purpose

give clear facts to a person in charge

2

Tone

factual & semi-formal; not a story

3

Headings

title + short headed sections

4

Order

facts first, then recommendations

Check yourself

- 1 Who reads a report?
- 2 What tone should a report have?
- 3 What helps a reader find facts fast?
- 4 Which comes first: facts or recommendations?



Answers 1. a person in charge 2. clear & factual 3. headings 4. facts