

IGCSE English

Name: _____ Score: _____

1. What helps a reader find information in a report quickly?
☐ Long unbroken paragraphs
☐ Short headings
☐ A friendly greeting
2. What helps a reader find information in a report?
☐ Long unbroken paragraphs
☐ Short headings
☐ A friendly greeting
3. In a report, you should mix facts and opinions in the same part.
☐ True ☐ False
4. The facts section should be full of your personal opinions.
☐ True ☐ False
5. A report is written for a person in _____ (someone above you).

6. A report ends with a clear _____ (advice on what to do).

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1. Short headings

Headings split the report into easy-to-scan sections.

2. Short headings

Headings make a report easy to scan.

3. False

Keep facts and recommendations separate.

4. False

Keep opinions out of the facts; save them for the recommendation.

5. charge

A person 'in charge' is a manager or leader.

6. recommendation

End with a clear recommendation.