

Writing a Report

IGCSE English • Topic 5

IGCSE English



Writing a Report

What we will cover

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



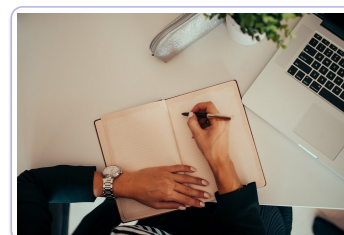
1 Approach

Writing a Report

└─ Approach

Purpose and reader

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



Organise facts for a clear purpose and reader

Writing a Report

└─ Approach

Headings and structure

Report title

Introduction

Good points

Problems

Recommendation

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

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

Writing a Report

└─ Approach

Facts then recommendations

facts 事实 **first**

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

then recommendations 建议

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

Writing a Report

└ Approach

Useful language

They make your writing sound organised and grown-up.

- **To introduce:** *The aim 目的 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 解决办法 is to...*

Writing a Report

└ Approach

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

Writing a Report

└ Approach

Format



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

Writing a Report

└ Approach

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

Writing a Report

└ Approach

A model report extract

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

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.

Writing a Report

└ Approach

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.

2 Recap

Writing a Report
↳ Recap

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.

Writing a Report
↳ Recap

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

Writing a Report
↳ Recap

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