

Writing a report

Reports have a particular purpose and are written for a specific target audience, for example: book reports, school reports and investigation reports. Reports are usually carefully structured to present factual information in sections under different headings.

Take note of the different sections that you normally find in any report. When you plan a report you need to brainstorm and plan what to write in each of the sections.

1. Introduction	2. Finding/s	3. Conclusion/s	4. Recommendation/s
<p>This section introduces your topic and gives the <i>purpose</i> of your report.</p> <p>Use the <i>past tense</i>.</p> <p>Include the following information:</p> <ul style="list-style-type: none"> • who requested the report • when the report was requested • what the purpose of the report is • who will read the report • how information was collected. 	<p>In this section, you provide <i>evidence</i> from your research to support your topic.</p> <p>Use the <i>past tense</i>.</p> <p>Begin each paragraph with an <i>introductory sentence</i>. Support each introductory sentence with evidence.</p>	<p>This section summarises your <i>main findings</i>.</p> <p>Use the <i>present tense</i>.</p>	<p>This section concludes your report with <i>recommendations</i>.</p> <p>Use the <i>future tense</i>.</p>

A report always needs a heading so the target audience knows what the report is about. The format of a report heading is: *Report on + the topic + the place*.

1. Imagine you need to write a report on Grade 9 cellphone activities at your school. Start planning your introduction by completing this mind map. Use the information in the margin box to help you.

a) Who requested your report?

b) When was the report requested?

c) What is your topic?

d) What is the purpose of your report?

e) Who is the target audience?

f) How will you collect your information?

- Your teacher.
- The report was requested last week.
- Grade 9 cellphone activities at your high school.
- The findings on Grade 9 cellphone activities will be reported in your school magazine.
- Readers of your school magazine.
- Grade 9 learners at your school will complete a questionnaire.

2. Select the best *heading* for your report from the margin and write it in the space provided.

Heading
a) Report on cellphone activities at (your school's name)
b) Report on Grade 9 cellphone activities
c) Report on Grade 9 cellphone activities at (your school's name)
d) Report on cellphones at (your school's name)

3. Prepare to write the introduction to your report. Select the *purpose* of your report from the margin and write it in the space provided.

To report on _____

4. Answer the following questions to complete the *background information* of your report.

- a) Who? (Your name) _____
- b) When started? (Insert a date from last week) _____
- c) When completed? (Make up the date) _____
- d) How was data collected? _____
- e) Who participated? _____

Purpose of report
a) Grade 9 cellphone activities for the school magazine
b) Cellphone use at (your school's name)
c) Grade 9 cellphone activities at (your school's name) for the school magazine
d) Cellphone activities at (your school's name)

5. Complete the *findings* of your report. Use the information from the margin to complete the paragraph below. The paragraph describes the three cellphone activities that had the highest percentages.

The Grade 9 questionnaire on (date) _____ at (school) _____ (has/have/had) clear results. Firstly most students, _____% (use/used) their cellphones to _____ and _____% to _____. Finally, _____% also (use/used) their cellphones to send and receive texts.

Findings of Grade 9 cellphone activities	%
1. Take pictures	82
2. Send and receive texts	80
3. Play music	93

6. Write part of your report's *conclusion*. Complete the paragraph below to summarise your main finding.

The Grade 9 cellphone activity questionnaire (shows/showed) that most learners (use/used) their cellphones to _____.

7. Write your report's *recommendation*. Complete the paragraph below and suggest how cellphone use can help learners.

It is recommended that Grade 9 learners at (school) _____ (shall/will/should) use their cellphones for (accessing the Internet for research / sending and receiving emails) to improve their use of technology for studying.