

How to write... a report



Purpose

To educate and inform

Text types

Adverts, leaflets, posters,
magazine reports, web pages

Structure

Introduction

to tell the reader what you are
writing about

Paragraphs

organised around a theme

Headings

could be used to label paragraphs
if writing a leaflet or report

Diagrams & Images

to give information

Language, Grammar and Punctuation

Present tense

Third person

Pronouns

to avoid repetition

Conjunctions

to extend sentences

Adjectives

to add description, including
comparatives (eg. bigger, biggest)

Technical vocab

Facts

to help inform

