

Reports

A: Look at the report extract.
What are the conventions of report writing?

2 Victims and witnesses

2.1 The Victims Charter

The Victims Charter sets out what sort of service victims of crime should expect.

2.2 The Courts' Charter

The Courts' Charter ensures that all users of the Crown Court know what to expect from their dealings with the court.

2.3 Witnesses

The witness service offers information on court procedures and practical help when appearing in court.

B: Useful phrases for report writing

sequence	first, secondly,, finally
talking generally	in general, typically
making a contrast	on the other hand, nevertheless
additions	in addition to this, moreover
examples	for example, e.g.
making a statement	it is possible/probable that ... It seems/appears that tends to be is likely to/is expected to/will probably/ might.... ...probably will not/is not expected to/ is unlikely to ...
rephrasing in a different way	In other words
giving a result/consequence	For this reason.....
Concluding	On balance, Taking everything into consideration,.. In conclusion,

C: Remember when writing a report you should:

- ✓ put topic sentences first, each one introducing and summarizing a new idea;
- ✓ expand each topic sentence into a full paragraph by adding another sentence or two, keep sentences brief and use simple grammatical structures;
- ✓ use linking words to help the reader to see how your argument is developing;
- ✓ use an impersonal style;
- ✓ keep the reader in mind

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Teacher's Notes

Summary: This worksheet practices the skills of writing a short report.

Preparation: Print the jumbled exercise attached in the required number and cut it

Procedure:

1. Ask students the following questions:

Have you ever written a report?

What do you think are the features of a good report?

What reports might you be asked to write?

Who would ask you to write a report and why?

Who would read the report?

Make a list of principles to be followed when writing a report, i.e.

- ordered structure
- formal language
- clear layout

2. Distribute the jumbled parts of the report and their descriptions and ask Ss first to match and then to arrange them in a logical order. Use enclosed sheet.

3. Check

4. Students look at the report extract and decide what the conventions of the report and paragraphing in the report are.

- a. Each section of the report has a number and a heading

Eg **2 Victims and witnesses**

- b. Each paragraph has a number and a heading

Eg **2.2 The Courts' Charter**

- c. Each paragraph has only one topic

5. Focus Ss attention on the box of report language.

Reports

Descriptions of parts of the report	Parts of a report
What the report is about	Title
What you were asked to investigate, who instructed you and when the report is required	Introduction
The information or facts	Proceedings/Findings or Main Body of the Report
What you think about the information	Conclusions
What you think should be done	Recommendations
Supporting information not included in the main body of the report	Annexes
	Executive Summary