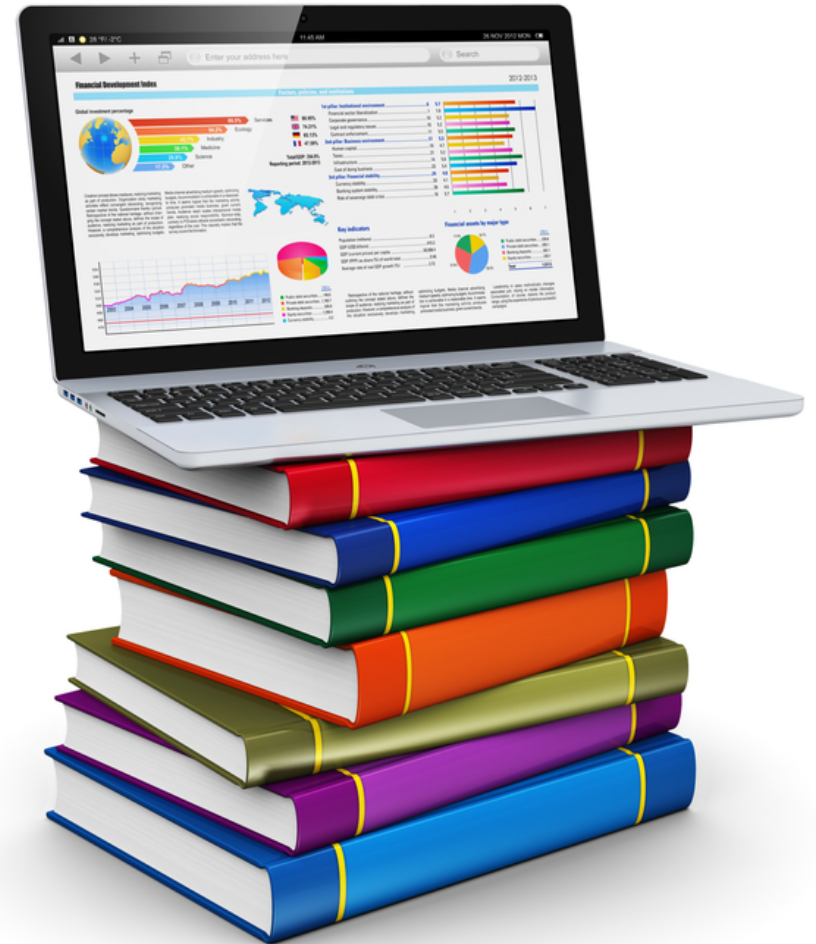


# Writing a Report

## Purpose:

*To provide factual information about an object, person, animal, place or event.*

Studyladder



# Examples of Different Types of Reports:

## Information Report

To classify and / or describe.

## Descriptive Report

To describe in detail.

## Investigative Report

To record feelings and observations.

## Scientific / Technical Report

To record technical information.



documentaries



guides



experimental reports



reference books

# Structure:

## 1) Classification:

A general statement or classification.

## 2) Description:

Description organised according to category.

## 3) Concluding Statement:

A summary of the information provided.

## Structural Features:

- \* *Use a title.*
- \* *Organise by paragraphs or*
- \* *Use subheadings.*

## Language Features:

- \* *Use passive voice.*
- \* *Use formal and impersonal language.*
- \* *Use timeless present tense.*
- \* *Use generalised terms.*
- \* *Use technical language.*
- \* *Be objective. Focus on facts not opinion.*
- \* *Write facts that are accurate.*

## Questions to Ask Yourself:

*Classification: What is it?*

*Description: What does it look like? Where is it located?*

*What can it do? What are its special features?*