

Report Writing

Features:

- A title to interest the reader.
- A first paragraph which introduces the topic (who, where, when, what)
- Information/facts collected together in sections/paragraphs.
- Headings/subheadings/bullet points.
- No personal thoughts/opinions/ideas.
- A round off for the report by bringing the main information together.
- Writing in the present tense (it is... .. rain evaporates....)
- An appropriate picture/photo/diagram to be used which gives further information.