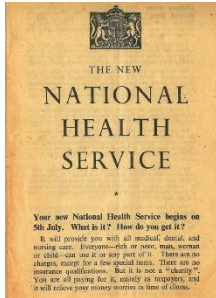


## Report Writing



L.I: To write an information report  
S.C:

- Include an introduction that explains what the report will be about.
- Include subheadings.
- Using your notes include detailed facts and information under the matching subheading.
- Write in formal, impersonal language (no I/ we etc).

For this week's writing task **write an information report** about the NHS. Using the **NHS IDL** information pack the, information found within this and your **own research** write a report about the **NHS then and now**. Think about **what is the NHS, how it began, medicines, treatment and services** available, how where and are **people looked after** and **workers and roles** within the NHS.

Suggested format:

- Introduction
- Paragraph 1- NHS in the Past
- Paragraph 2- NHS in the Present
- Paragraph 3- NHS similarities in the past and present
- Conclusion

You can decide on the subheadings that you wish to use and can decide on the **information** you wish to include making sure that it is **from reliable sources**.

- **Complete** the **table** below, **taking notes** from the information pack and your own research that would be useful to use within your report.

### NHS in the Past

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### NHS in the Present

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### Similarities between the NHS past and present

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- **Using your notes, write an information report** about the NHS past and present. **Include an introduction** that **explains what the report will be about**, giving a general overview of the text. **Include subheadings** that show what that paragraph (s) will be about. **Use your notes** and include **detailed facts and information** under the **matching subheading**. Write in **formal, impersonal language** (no I/ we etc).

- After you have finished your writing, read over what you have read making any changes you may need to. Then using the success criteria, assess what you have written. 2 things you have done well and 1 thing that you think you can improve on next time- just same way as you would in school. Use the comments below to help you.

Second Level	Green for Good	Pink for Think
Description	<ul style="list-style-type: none"> <li>• I/You have included an introduction that explains what the report will be about.</li> <li>• I/You have included subheadings that explain what the paragraph is about.</li> <li>• I/You have included subheadings.</li> <li>• I/You have used your notes and included detailed facts and information under the matching subheadings.</li> <li>• I/You have used your notes and included some facts and information under the matching subheadings.</li> <li>• I/You have used some of my/your notes to include some facts and information under the matching subheading.</li> <li>• I/You have written in formal and impersonal language throughout the report.</li> <li>• I/You have written in formal and impersonal language at some points within the report.</li> </ul>	<ul style="list-style-type: none"> <li>• Next time include an introduction that explains what the report will be about.</li> <li>• Next time try to include subheadings that match what the paragraph is about.</li> <li>• Next time remember to include subheadings.</li> <li>• Next time use the notes to include detailed facts and information under the matching subheadings.</li> <li>• Next time use the notes to include more detailed facts and information.</li> <li>• Next time try to make sure the information matches the subheading.</li> <li>• Next time try to write in more formal and impersonal language.</li> <li>• Next time try to write in more formal and impersonal language throughout the report.</li> </ul>