

# HOW YOU CAN HELP WITH WRITING REPORTS

Functional Reports should always be factual and should not include personal conclusions, opinions or reflections. Factual reports should not contain phrases such as "I think....", "My opinion is....." etc.

- \* Help your child to find information for their reports e.g. in a library, from the internet.
- \* Encourage your child to write in their own words - they should not copy directly from books.
- \* Encourage your child to plan what they are going to write about. Discuss the best order with them.
- \* Encourage your child to proofread their writing carefully.
- \* Use plenty of praise and encouragement.
- \* Make writing fun. Write some reports together!

## Stow Primary School

### Helping with Writing



### Report Writing First Level (1)

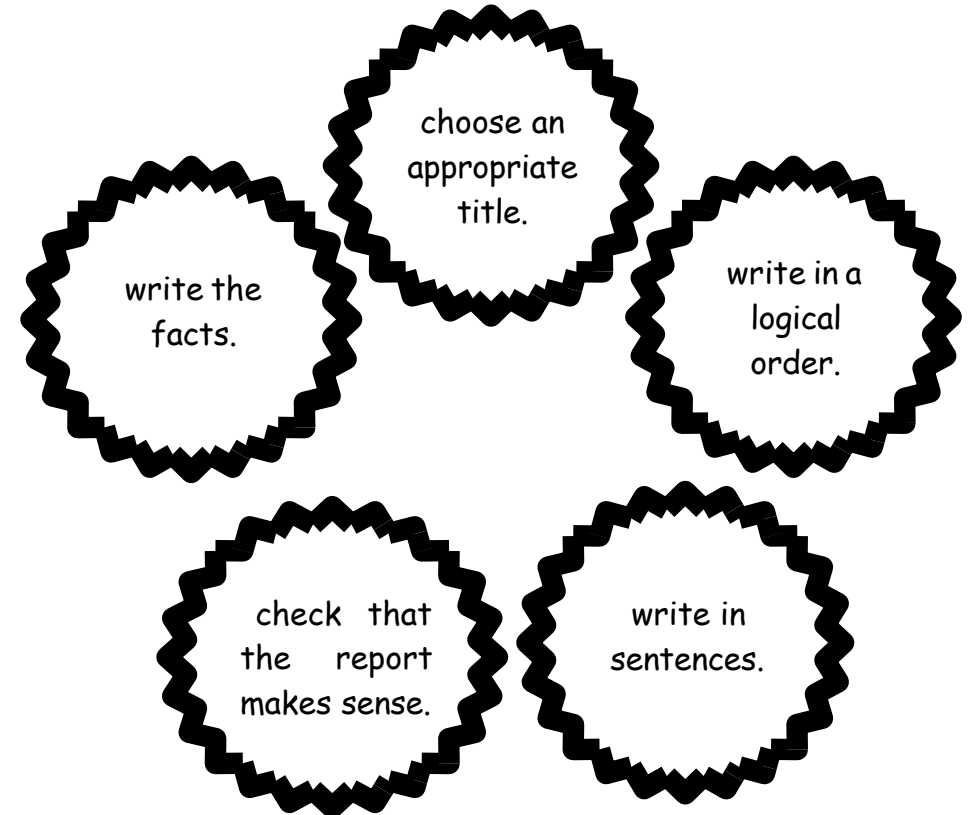
### John Leyden's Cottage

On Wednesday 27th October we went to the Green. We went to see John Leyden's Cottage being re-thatched. To begin with we put on our coats and walked down together. After that we stood quietly on the pavement and watched the workmen. They had to pat the straw down. We left the workmen to finish off the job.

Factual

Logical  
order

When writing reports children learn to:



#### ***Tools for Writing***

- \* Use capital letters at the start of a sentence.
- \* Use a full stop at the end of a sentence.
- \* Spell a few common words and use phonics to help spelling.
- \* Begin to use linking words e.g. and/but.
- \* Write neatly leaving spaces between words.