

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 sections to use for their report before they start to write. Discuss the best order with them.
- * Encourage your child to proofread their writing carefully.
- * Encourage joined up, fluent handwriting and neat presentation.
- * Use plenty of praise and encouragement.
- * Make writing fun. Write some reports together!

Stow Primary School

Helping with Writing



Report Writing Second Level (1)

Title

Frank Bruno

Frank was born in London, England on the 16th November 1961. He is one of the most famous British boxers.

Topic Headings

In his career he won forty fights out of forty-five. He had a total of 38 knockouts. His division was heavyweight.

Childhood Dream

His childhood dream was to become the world heavyweight champion. He was well on his way to this when he won the Amateur Boxing Association heavyweight championship at eighteen.

Topic specific vocabulary

Organised into sections

The High Point of his Career

The highest point of his career was when he won the WBC crown by beating Oliver McCall on points at Wembley Stadium in 1995.

Outside the Ring

Outside the ring he appeared in Hp adverts and he became really well known for his pantomime performances. He married Laura in Hornchurch, Essex in 1990 but their relationship became strained and they divorced in 2001, after many years together and three children.

The End of a Great Career

It appeared his career had come to an end when doctors advised him that continuing to fight could put his sight at risk. But he ignored the medical opinion in 2002, when he said that he was considering a comeback and set his sights on regaining the heavyweight championship. He never achieved this.

Points explained clearly and simple

When writing reports children learn to:

be aware of the purpose of the report and who will read it.

include a title and topic headings.

organise the report into sections marked by paragraphs

use words associated with the topic.

include important details.

explain points clearly and simply.

Tools for Writing

- * Use correct punctuation, full stops, commas, questions marks and try to use exclamation marks, dashes, brackets and apostrophes, etc.
- * Accurate spelling of most common and familiar words.
- * Use different joining words e.g. but, then, so, that, although, besides, until, because.
- * Use language appropriate to report writing.
- * Vary sentence beginnings and length.
- * Try to use paragraphs to show beginning, middle and end.