***ENG 4C WRITING REPORTS***

*Wilson*

A report is a piece of writing usually designed to inform your audience about a subject. Reports can vary in format, but will follow these general guidelines:

1. Before you write, make note of:

* The type of report you will have to write to meet your purpose
* Your audience and tone
* How you should organize the article

1. Organization

* Reports usually have different sections:
  1. **Title Page, Table of Contents**
  2. **Introduction:** Purpose, Background, Intro Information
  3. **Body:** Findings/Information and Details (Organized into sections and subsections). Provides information, examples, facts, etc.
  4. **Conclusion:** Summarize information
  5. **Recommendations:** Information on what audience should do with information
  6. **Bibliography/References**: Like an essay
  7. **Appendix**:Extra information like maps, charts, etc. that are mentioned in report
* Reports use charts, graphs, tables and graphics to present information

1. Types of Reports

**Newspaper**

* In a newspaper, your first paragraph introduces your BIG IDEA
* Think of an inverted triangle- Start with the big idea (broad, general) and through the second paragraph, focus on smaller, more specific ideas. (5Ws and H)
* Be sure to remember the purpose of writing

**Training Manual**

* In a training manual, your first paragraph should introduce your topic and your purpose for writing
* The difference with a training manual is that you should:
  + Break your second paragraph into smaller sections
  + Put a subtitle on each smaller section to make your topic clear

**Informational Report**

* First paragraph explains purpose of report and what information is being presented
  + Break your second paragraph into smaller sections
  + Put a subtitle on each smaller section to make your topic clear
  + Provides a conclusion and recommendation for action

**Speech**

* In a speech, your first paragraph serves to introduce your topic, as well as introducing yourself
* You should be sure to include the purpose of your speech, and your qualifications to speak about it

3. Reports are divided into different sections:

**Section 1: Introduction**

* 2-3 sentences
* Establish tone with relevant diction (It should sound professional as the tone of a report is more formal)
* Newspaper Article/News Broadcast- Establish your **Big Idea**
* Speech/Presentation- Identify yourself and your purpose

**Section 2: Body**

* \*may be broken into smaller paragraphs\*
* Include the details relevant to your topic
* Include creative details to complement the information provided

**Section 3: Conclusion**

* 4-5 sentences
* Summarize your main purpose and key points
* Include a closing statement

4. Titles

* Your report should have an appropriate title
* Where appropriate, it should also contain **subtitles**
* Your report should also use linking sentences to join together your main ideas.