

IGCSE English

Name: _____ Score: _____

1. What helps a reader find information in a report quickly?
 - ☐ Long unbroken paragraphs
 - ☐ A friendly greeting
 - ☐ Short headings
2. A principal wants to find the advice quickly. Which heading best identifies that section?
 - ☐ Introduction
 - ☐ Recommendation
 - ☐ All my ideas
3. In a report, you should mix facts and opinions in the same part.
 - ☐ True ☐ False
4. The facts section of a report should keep personal opinions out.
 - ☐ True ☐ False
5. A report is written for a person in _____ (someone above you).

6. A report ends with a clear _____ (advice on what to do).

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1. **Short headings**

Headings split the report into easy-to-scan sections.

2. **Recommendation**

Recommendation names the advice section. A heading should accurately describe the content below it.

3. **False**

Keep facts and recommendations separate.

4. **True**

True. Keep the facts objective and save your opinions for the recommendations section.

5. **charge**

A person 'in charge' is a manager or leader.

6. **recommendation**

End with a clear recommendation.