

5. Writing a report

Starter Quiz

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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Answers

IGCSE English

- 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.