

5.1 Report — purpose, audience and format

Name: _____ Class: _____ Date: _____

Total: 16 marks

KEY WORDS report 报告 • opinion 观点 • act 行动 • facts 事实 • situation 情况

Objective

Build the skills to answer exam questions on the **purpose, audience and format of a report** 目的、读者与格式 — writing for someone who must make a decision.

You must be able to:

- recognise that a report is written for a decision-maker
- use headings, and use them correctly
- separate fact from recommendation

1 Worked examples

■ What makes a report different

An article entertains; a letter asks; a **report informs so that someone can decide**. The reader is usually a head teacher, a manager or a committee, and they will skim it.

That is why a report:

- uses **headings**, so a reader can find the part they need
- puts **facts before opinions**, and keeps them separate
- ends with **recommendations** the reader could actually carry out

■ The standard headings

- **Introduction** — what the report covers and where the information came from
- **Findings** (or a heading naming the topic) — the facts
- **Recommendations** — what you advise, and why
- **Conclusion** — a short summary of the main point

Headings are content credit. A report written as continuous prose loses marks even when the content is right.

■ **Say where the information came from**

The information in this report comes from a survey of ninety students and from my own observations over two weeks.

One sentence, and it makes every later figure credible.

■ **Register**

Formal and impersonal, but not stiff. Prefer *students reported that* to *loads of people said*. Avoid *I think* in the findings; save judgement for the recommendations, where *I recommend* is correct and expected.

2 Practice

2.1 For each statement, say whether it belongs under Findings or Recommendations. [3]

(a) Sixty-one students said the queue was too long.

(b) A second serving point should be opened at lunchtime.

(c) On three of the ten days observed, the only vegetarian option was a sandwich.

2.2 Write an introduction sentence for a report on the school bus service, saying what it covers and where the information came from. [2]

2.3 Rewrite this finding so it is impersonal and formal: “I reckon loads of people hate the new timetable.” [1]

3 Exam-style questions

3.1 Your school is deciding whether to extend the lunch break by fifteen minutes. Write a report for the head teacher describing the current situation and making two recommendations. Use headings. Write about 180 words. [8]

3.2 A student writes a report as five paragraphs of continuous prose with no headings. Explain why this loses marks even if the content is accurate. [2]