

Writing a report

IGCSE English

What a report is for

A **report** 报告 gives information to a person in charge — a teacher, a manager, or a club leader. They will **act** 行动 on what you write, so be clear and honest.

Purpose and reader

- A report describes an **event** 事件, an experience, or a **situation** 情况.
- It gives **facts** 事实 clearly, then adds suggestions.
- The reader wants useful information, not a story. Keep the tone **factual** 事实性的 and clear.

the reader is in charge - they want **information**



"It was an amazing day and everyone loved it!"

a story full of opinions -
the reader learns nothing



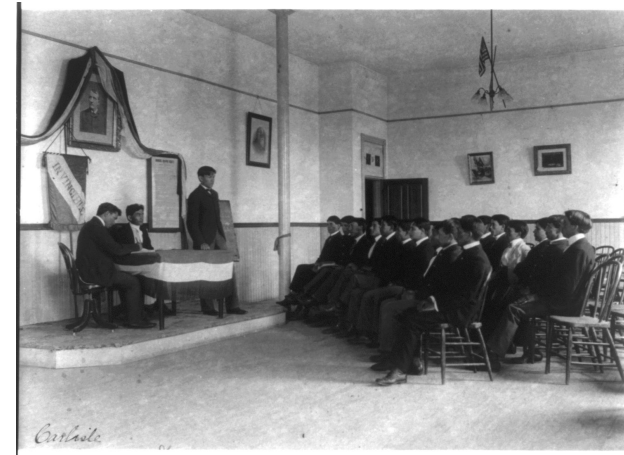
"150 students attended – 20 more than last year."

clear facts the reader
can act on

A report gives facts the reader can use, not a story

Format

- A report is usually semi-formal or formal.
- A title at the top tells the reader what the report is about.



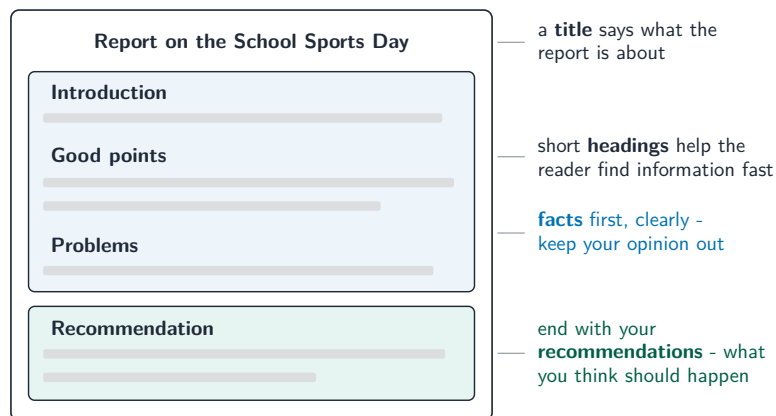
A formal discussion: reports give clear facts so decision-makers can act on them



A report organises facts for a clear purpose and a defined reader

How to organise a report

A clear shape helps the reader find information fast.



The shape of a report: facts under clear headings, recommendations at the end

Use headings

- Break the report into sections with short **headings** 小标题.
- For example: *Introduction, Good points, Problems, Recommendation.*

Facts, then recommendations

- First give the facts. Keep your **opinion** 观点 out of this part.
- Then give your **recommendations** 建议 — what you think should happen.

End clearly

- Finish with a clear recommendation or **conclusion** 结论.
- Make your advice easy to follow.

Useful language

Keep a few report phrases 短语 ready. They make your writing sound organised and grown-up.

- **To introduce:** *The aim* 目的 *of this report is to...* / *This report looks at...*
- **To give facts:** *At present...* / *The main problem is...* / *Many students felt that...*
- **To recommend:** *I recommend that...* / *It would help if...* / *The best solution* 解决办法 *is to...*

Notice these are calm and impersonal. A report avoids strong words like “*amazing*” or “*terrible*”.

A model report extract

Read how facts and a recommendation sit under clear headings.

Introduction This report looks at the school library and suggests ways to improve it.

Good points The library is quiet, and it has a wide range of science books. It opens every day after school.

Problems There are only two computers, and every table is full by four o'clock.

Recommendation The school should add five computers and open a second study room in the evening.

Each section is short. The first three give only facts; the last gives the advice. That split is what makes it a report, not a story.

Exam tips

- Start with To / From / Subject or a clear title. A report never opens with “Dear...”.
- Use the introduction to say what the report covers and why, in one or two lines.
- Group the facts under short headings, and keep your opinion out of the findings.
- Save opinions for the end: one clear recommendation, “I recommend...” plus one action.
- Keep the style neutral and calm: no exclamation marks, no jokes, no chat.