

5. Writing a report

Starter Quiz · 课前小测

IGCSE English

Name: _____ Score: _____

1. What helps a reader find information in a report quickly?

- ☐ Long unbroken paragraphs
- ☐ Short headings
- ☐ A friendly greeting

2. What helps a reader find information in a report?

- ☐ Long unbroken paragraphs
- ☐ Short headings
- ☐ A friendly greeting

3. In a report, you should mix facts and opinions in the same part.

- ☐ True
- ☐ False

4. The facts section should be full of your personal opinions.

- ☐ 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).

5. Writing a report

Answers · 答案

IGCSE English

1. **Short headings**

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

2. **Short headings**

Headings make a report easy to scan.

3. **False**

Keep facts and recommendations separate.

4. **False**

Keep opinions out of the facts; save them for the recommendation.

5. **charge**

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

6. **recommendation**

End with a clear recommendation.