

Writing a Report

IGCSE English ■ Topic 5

IGCSE English



What we will cover

- 1 Purpose & reader
- 2 A factual tone
- 3 Headings & structure
- 4 Facts then recommendations



1

Approach

Purpose and reader

- a **report** 报告 gives information to a person in charge about a **situation** 情况
- tone is clear and **factual** 事实性的 – useful facts, not a story
- write for someone who must **make a decision**



Organise facts for a clear purpose and reader

Purpose and reader

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



Workplace audiences shape tone and purpose

Headings and structure

Report title

Introduction

Good points

Problems

Recommendation

Break the report into sections with short **headings** 小标题.

A title at the top, then headed sections, help the reader find facts fast.

Headings and structure

Report on the School Sports Day

Introduction

Good points

Problems

Recommendation

a **title** says what the report is about

short **headings** help the reader find information fast
facts first, clearly -
keep your opinion out

end with your
recommendations - what you think should happen

Facts then recommendations

facts 事实 first

give the facts clearly; keep your
opinion 观点 out of this part

then recommendations 建议

end with a clear **con-
clusion 结论** – easy
advice to follow

2

Recap

Worked example – structuring a report

You must report to your principal on the school canteen. How do you organise it?

- A report is written for someone who must **make a decision** – so make it easy to scan.
- Use **headings**: *Introduction* → *Findings* → *Recommendations*.
- Findings stay **factual and impersonal**:
“Most students said the queues were too long.”
- Recommendations are **specific actions**:
“The canteen should open a second till at lunchtime.”

A report is **not** an essay: headings, facts, then clear recommendations. Impersonal (“it was found that”), and **never** a personal rant.

Topic 5 – key takeaways

1

Purpose

give clear facts to a person in charge

2

Tone

factual & semi-formal; not a story

3

Headings

title + short headed sections

4

Order

facts first, then recommendations

Check yourself

- 1 Who reads a report?
- 2 What tone should a report have?
- 3 What helps a reader find facts fast?
- 4 Which comes first: facts or recommendations?



Answers 1. a person in charge 2. clear & factual 3. headings 4. facts