

Writing a Report

IGCSE English ■ Topic 5

IGCSE English



Writing a Report

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

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.

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