

# Writing skills

## Report writing



# What is a report?



- A report is usually a small research paper that has to be presented in a written or verbal form.

# Structure of a report



- it's not much different from essay structure and includes **title, introduction, main body consisting of separate paragraphs and a conclusion**. The only difference is your report **main body** must be **much smaller than that of an essay**.
- **Title:** The title and the topic are given by your teacher.
- **Introduction:** This is the beginning of the report, where you include aims and objectives - your report goals and reasons why you've chosen the topic
- **Main body:** In this part, you should include a thesis statement — the main idea and basis of your work and arguments supporting the main idea.
- **Conclusion:** Conclusion is for drawing a bottom line and summarizing your ideas.

# Writing tips



**Step 1. Choosing your topic report.**

**Step 2. Looking for sources and materials and doing some research on the subject.**

**Taking into account the fact that you can find a ton of sources online, from scientific research to statistics and board discussions, this should not be too hard to do either. However, don't forget to double check the facts you find and make sure that the information illustrates your report topic in full measure.**

# Writing tips



## Step 3. Writing your report's main body.

This step can be divided into **three parts**. **First of all, prepare a thesis statement — the main idea and basis of your work.** Unlike in case of writing essay, one thesis statement should be quite enough. Another important aspect that differs a report from an essay — **there's no place for subjectivity here.** Your reports must always be **as objective as possible.**

### Three things that must always be there:

**No plagiarism:** Don't use too many quotes or any pieces of texts written by someone other.

**No mistakes:** Your spelling, grammar, and style must be correct.

**Academic style:** Using slang words or informal speech won't do.

# Writing tips



## Step 4. Writing your report's introduction and conclusion

The last part is writing your **introduction and conclusion** — typical structural parts of any paper assignment. **The introduction** includes **your thesis statement, your report goals and reasons why you've chosen the topic.** **Conclusion** is for drawing a bottom line and **summarizing your ideas.**

# Homework



You are writing a report for the school magazine about your class and what it does to help the environment. Choose four areas to focus on and explain about the things people in your class do.

# Homework Instructions



**Write four questions about helping the environment such as: Do you recycle paper? Does your family travel by public transport? Ask ten classmates your questions and make notes of the answers.**



The background features a large, stylized brown arch on the left side. At the bottom left, there is a small icon of an open book with white pages and a red bookmark. The overall color scheme is warm, with shades of yellow and brown.

# Thank you for your attention!

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<https://myclassinaflash.wordpress.com/>