



Report Writing

Week One

Reports provide information about something. They often tell what something looks like and what it does. They contain lots and lots of interesting facts, illustrations or photos. Reports are divided into paragraphs and usually contain headings and subheadings relevant to the topic. They often finish in a concluding statement, summarising the report or offering the opinion of the author.

Task: Write a report about your favourite animal. Discuss with people at home and use books and the Internet to help you research before you start. Use the headings below to help you, putting in relevant subheadings. Draw a picture or insert a photo in the blank box.

Title:

Introduction:



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Title:

Introduction:

Sub-heading:

Sub-heading:

Top half:

Summary:



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Wenbin Ji



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