

Pip's Perfect Report

Learning objective: To understand the structure and elements of a report, and to apply this knowledge to create a simple report.

Pip the bookworm has written a report about her favourite book. She needs your help to make sure it is perfect. Match the elements of a report with the correct words.

Word bank: Introduction · Conclusion · Title · Abstract · Body Paragraph · Appendix

1. What is the main part of a report that provides the main information? (1 mark)

2. What is the part of a report that tells the reader what it's about in a few words? (1 mark)

3. What is the part of a report that sums up the main points? (1 mark)

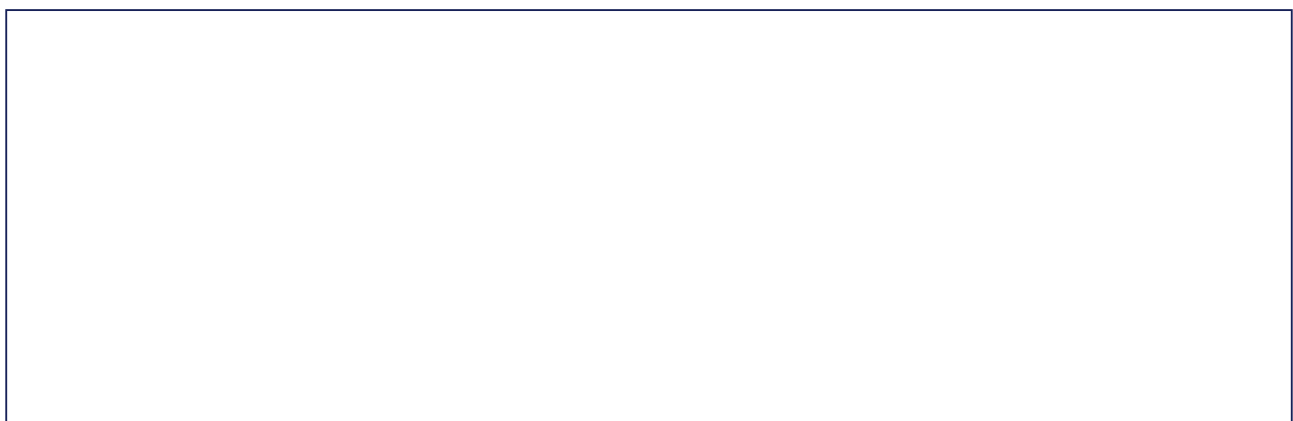
4. What is a short summary of a report that is usually found at the end? (1 mark)

5. What is the part of a report that provides extra information that may be interesting but not essential? (1 mark)

6. What is usually found at the beginning of a report to grab the reader's attention? (1 mark)

7. What is the final part of a report that wraps up the main points? (1 mark)

Draw: Draw a picture of Pip writing her report. Include a title, introduction, and body paragraph.



Extension challenge: Write a short report about a book you have read recently, using the elements of a report that you have learned.