

# Report Writing

*Learning objective: To understand the structure and purpose of a report and to be able to write a short report on a given topic.*

Choose the correct words from the word bank to complete the report. Then, use the report structure to write a short report about your favourite animal.

*Word bank: Introduction · Body · Conclusion · Observations · Recommendations · Purpose · Structure · Paragraph*

**1. What does the introduction of a report usually cover? (1 mark)**

**2. What is the main purpose of a report? (1 mark)**

**3. What is a typical structure for a report? (2 marks)**

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**4. What is the purpose of a conclusion in a report? (1 mark)**

**5. What should you include in the body of a report? (2 marks)**

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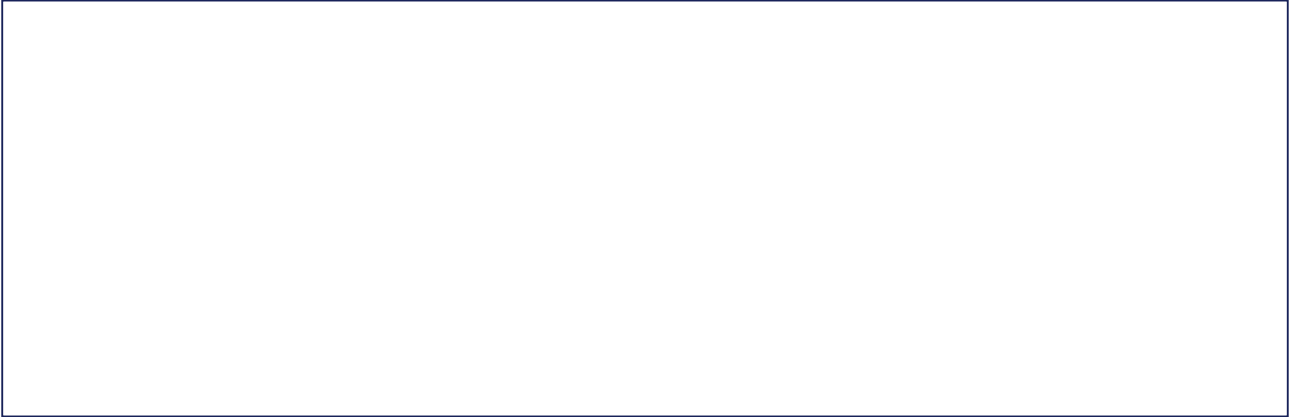
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**6. Why is it important to use paragraphs in a report? (1 mark)**

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**Draw:** Draw a picture of a report structure, labelling each part (Introduction, Body, Conclusion).

A large, empty rectangular box with a thin black border, intended for a student to draw a diagram of a report structure. The box is currently blank.

*Extension challenge: Choose a topic you are interested in and write a short report about it, using the structure and vocabulary you have learned.*