

Reporting Like a Pro: The Investigator's Guide

Uncover the truth and share your discoveries with the world!

- **Why do we use subheadings in a report?** They act as signposts to help the reader navigate through specific sections of information quickly.
- **Why must reports be written in the third person?** Using 'it', 'they', or 'the subject' ensures the report remains objective and professional rather than personal.
- **What is the purpose of a classification section?** This section explains exactly what a subject is and which group or category it belongs to.
- **Why is formal language essential?** Formal language removes slang and contractions, ensuring the information is clear, serious, and respected by the reader.
- **How do technical words help a report?** They provide precise, accurate detail about a subject, helping the reader learn specific terminology related to the topic.

Did you know? Did you know? The very first reports were written on clay tablets thousands of years ago! Today, we use reports to organise complex information clearly so that any reader can become an expert on a topic in minutes.

Key vocabulary: Subheadings · Third-person · Present tense · Formal language · Classification · Technical vocabulary · Objective tone