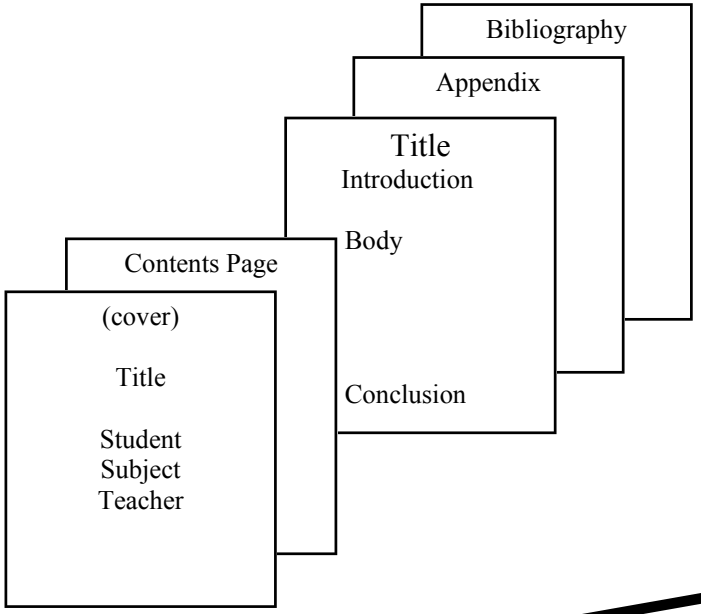
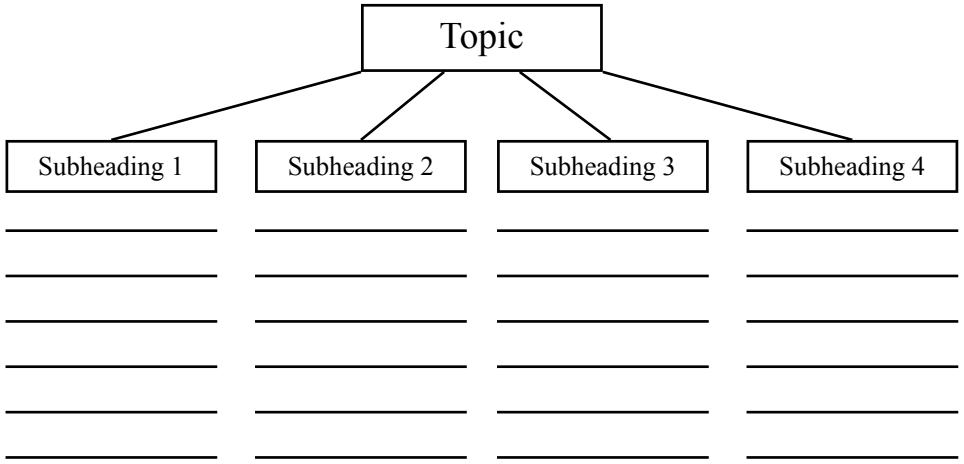
REPORT

❶ What does a REPORT look like?

Cover
Contents Page
Title
Introduction
Body
Conclusion
Appendix
Bibliography



❷ Possible strategy: use a Structured Overview to determine subheadings for the body.



List researched facts on the lines.
Combine facts into a paragraph – begin with a topic sentence.

❸ Report Structure

Title
Introduction
Subheading 1
Subheading 2
Subheading 3
Subheading 4
Conclusion

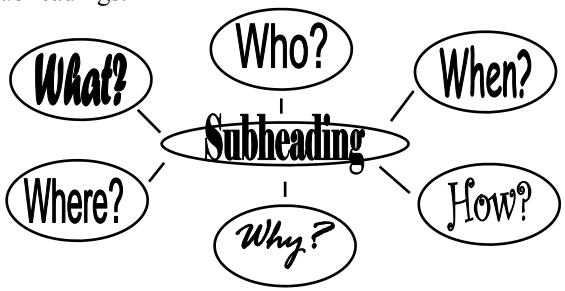
What is the word count ???

A ***guide*** to work out allocation of words within report.

Introduction = 10% of words
Conclusion = 10% of words
Subheadings = 80% of words

Example
Total word count = 500 words
Introduction = 50 words
Conclusion = 50 words
(total) 500 – (intro/concl) 100 = 400 (body)
(body) 400 ÷ (subheadings) 4 = 100
100 words per subheading

❹ Possible strategy: use 5 W's + H to determine information in subheadings.



❺ Writing a topic sentence. Possible strategy: listen/think/pair/share.
Paragraphs begin with a ***topic sentence***. The topic sentence tells the reader the topic, subject or idea that will be explored in the paragraph.
Example:

Topic sentence — ***The process of quick-freezing food was invented by Clarence Birdseye.*** In 1911, Birdseye watched Inuit people freeze fish and noticed how food that had been frozen quickly kept its taste and...

Help Words

Sentence starters
It is
It has
It always
It usually
Typically it
It frequently
It contains
It looks
It feels
It smells
It makes
nb. 'It' can be replaced with the name of the thing.

Possible endings
In conclusion
Finally
Having looked at
However the most outstanding/unusual thing about it is...