Writing Process

Use a variety of strategies to collect ideas that are important to you.

Choose an idea that is...
- close to your heart
- you have done to it before
Plan what you want to say & write about it!

Insert important details & precise words
Eliminate unnecessary details & non-descript words
Elaborate important details

Spelling
Capitalization
Punctuation
Paragraphs

Re-write your draft in a way that makes sense for the piece & get ready to share with others!
What is a report?

A report is a systematic, well organised document which analyses a subject or problem, and which may include:

- Recording of a sequence of events
- Interpreting the significance of these events or facts
- Discussion of the outcomes of a decision or course of action
- Making Educated conclusions on an event that has occurred.
- Recommendations for the future.

Reports must always be:

<table>
<thead>
<tr>
<th>Accurate</th>
<th>Concise</th>
<th>Clear</th>
<th>Well Structured</th>
</tr>
</thead>
</table>

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Introduction

Reports serve as a permanent record of incidents, events, problems, and so forth. There are many types of reports, each of which serves different functions.

Some are used to keep people informed of activities within the department. Some are used to compile statistical information, identify problems in the community, or identify department training needs.

Some reports are needed to facilitate investigations, prepare court cases, or defend cases in court.
<table>
<thead>
<tr>
<th>Steps in Preparing a Proposal &amp; Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Defining the Problems</strong></td>
</tr>
<tr>
<td>- Establish the scope of the investigation</td>
</tr>
<tr>
<td>- Avoid defining errors</td>
</tr>
<tr>
<td>- Why are we having trouble in hiring?</td>
</tr>
<tr>
<td><strong>Outlining Issues for Analysis</strong></td>
</tr>
<tr>
<td>- Informational assignment</td>
</tr>
<tr>
<td>- Analytical assignment</td>
</tr>
<tr>
<td>- Are salaries too low?</td>
</tr>
<tr>
<td>- Is our location poor?</td>
</tr>
<tr>
<td>- Is the supply of secretaries diminishing?</td>
</tr>
<tr>
<td><strong>Preparing the Work Plan</strong></td>
</tr>
<tr>
<td>- Explain how the problem is to be solved (steps; time; method)</td>
</tr>
<tr>
<td><strong>Doing the Research</strong></td>
</tr>
<tr>
<td>- Reviewing the secondary data</td>
</tr>
<tr>
<td>- Collecting primary data</td>
</tr>
<tr>
<td><strong>Analyzing the Data</strong></td>
</tr>
<tr>
<td>- Statistical analysis</td>
</tr>
<tr>
<td>- Conclusions</td>
</tr>
<tr>
<td>- Recommendations</td>
</tr>
<tr>
<td>- Implications / Actions</td>
</tr>
<tr>
<td><strong>Writing Reports or Proposals</strong></td>
</tr>
<tr>
<td>- Formality</td>
</tr>
<tr>
<td>- Consistency in time perspective</td>
</tr>
<tr>
<td>- Structure</td>
</tr>
</tbody>
</table>
Writing and Structuring Reports

- **Writing Style**
  - **Tips for a professional writing style:**
    - It is common to use the past tense, since the report is describing a project that you have already completed.
    - Avoid jokes and personal views
    - Avoid shortened forms: use “is not” instead of “isn’t”, use “cannot” instead of “can’t”
    - USE SPELL CHECKER
    - Avoid terms like “clearly” or “obviously”, since you may know the point you are talking about so clearly, but your idea might not reach the user that “Clearly”
    - Avoid red flags. These are claims that your personal opinion rather than facts from literature.
      - Example: “Requirements capture is the longest stage of the software development processes”
Techniques

- **Paragraphs**
  - Not too long - large ones become a strain on the eye & mind
  - Average about 7 – 8 lines
  - For emphasis, one line can be a paragraph
  - Consider whether to number each paragraph & point
  - Use dot points to help draw the eye down the page & break up a paragraph

- **Underline, Bold or Italics for Emphasis**
  - Don’t overdo it or the effect will be lost

- Don’t forget **Margins & Page Numbering**

- **Word vs PDF format**
  - Consider whether you should save as Word or PDF format

*Organise your report notes – plastic sleeve, ring binder, electronic files
Are there local area requirements for writing reports – standard procedures*
Outline of the progress report

I. Introduction – describes the purpose of the document and the previous work which includes a brief summary of the document contents

II. Facts and Discussion: Past Work; Future Work
   A. Accounting of work completed – indicates whether the work is going as planned
   B. Accounting of problems encountered with work not completed
   C. Plans for handling problems areas
   D. Evaluation of progress to date

III. Conclusions/Recommendations – plans for completing tasks
KEY POINTS FOR GOOD TECHNICAL REPORT WRITING

- The reader is the most important person.
- Keep the report as short as possible.
- Organize for the convenience of the report user.
- All references should be correct in all details.
- The writing should be accurate, concise and unobtrusive.
- The right diagram with the right tables should be in the right place for the reader.
- Summaries give the whole picture, in miniature.
- Report should be checked for technical errors, typing Errors and inconsistency.
- The report should look as good as it is.
ABC INTERNATIONAL ORGANIZES ‘GREEN DRIVE’
(by Simran Shaikh)

Pune 7 March

ABC International School had organized Green drive on March 1 from 8a.m to 3p.m at the school premises.

The program started with planting of medicinal plants and poster making competition. The students along with their teachers organized a rally to sensitize people. They projected their views through slogans and pamphlets. The aim of the event was to emphasize the creative aptitude of the students and create awareness among people.
Example Feedback Report

- AUCKLAND HIGH SCHOOL

- TO : Ms C. Chauke
  - Principal
- FROM: L.Menyatswe and S.Gwamanda
  - Teachers/Events Coordinators
- DATE : 25 September 2007
- SUBJECT: FEEDBACK REPORT ON THE ENTERPRENEUR’S MARKET DAY

BACKGROUND
- On 21 September 2007 we coordinated an Entrepreneur’s Market Day at Auckland High School. The purpose of the market day was to concretize the work we do in class with our learners so that they would begin to see the concepts in real terms. As coordinators of the event, we were instructed to submit a feedback report by the principal, Ms C. Chauke.

PURPOSE
- This report is intended to inform the principal and the rest of the governing body representatives, of the activities that took place on the day. In addition the report includes an evaluation of the event as well as recommendations made by the coordinators.
Imagine that you ate one type of food for almost every meal. That food would be very important to you. You would want to give thanks for that food as people do at the yam festival in Africa.

Yams are a type of vegetable. They look like sweet potatoes, but they are larger. In many countries, they are harvested in August, at the end of the rainy season.

Many yam festivals take place in Africa after the crop is harvested. The festivals are popular in the African countries of Ghana and Nigeria. They also take place where people from these countries have moved, such as in England.

The yam festival is a big celebration. People offer the first yams to the gods and their ancestors. Then, the king or the oldest man eats a new yam, and everyone eats many yam dishes after that.

Holidays and festivals show what is important to people. Food is always important. The yam festival is a way to give thanks for food.
# How to write a Non Chronological Report

A non chronological report is written to describe the way things are. They are usually factual.

## Fact Sheet 1

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Look white because hollow hairs reflect light</td>
<td>Thick layer of fat (blubber) - keep bears warm in freezing cold</td>
</tr>
<tr>
<td>Very thick fur for warmth</td>
<td>Small ears and short tail to prevent heat loss.</td>
</tr>
<tr>
<td>The largest bears in the bear family</td>
<td>Live in Arctic countries on ice sheets - very cold.</td>
</tr>
<tr>
<td>Can stand 10 feet tall</td>
<td>Can swim as far as 220 miles</td>
</tr>
<tr>
<td>Large webbed feet help them to swim</td>
<td>Most of Arctic region covered in thick ice</td>
</tr>
<tr>
<td>Claws are thick, curved, sharp and strong for catching and holding prey</td>
<td>Hunt for their food</td>
</tr>
<tr>
<td>Feet can be up to 30cm wide</td>
<td>Small, soft bumps under paws to stop them slipping on ice</td>
</tr>
<tr>
<td>Big feet stop them sinking in snow</td>
<td>Catch seals by waiting at seal breathing holes in ice - pounce when seals come up for air</td>
</tr>
<tr>
<td>Black skin under fur stops heat loss</td>
<td>Mainly eat seals and sometimes walruses</td>
</tr>
<tr>
<td>Magnificent creatures</td>
<td>Adults have 42 teeth</td>
</tr>
</tbody>
</table>
How To Write A Football Report

write a football report? To share with others a match that you attended, played in or imagine.

(Field) What your text is going to be about

The introduction should only be about 50 words long and should sum up the entire match. At this point, only mention the most important event in the game.

Next, you'll explain why the game was important and what the result means for each side.

Then, in order, describe the goals.

Finally, choose one team to focus on. Tell your reader their next fixture and what they might achieve.

Your role as the writer

You have to be clear about what happened. Only include the most interesting bits. Use only the best descriptions for goals, don't be afraid to use words like thunderbolt, hammer, pile driver.

What's Ahead

The models and guidelines in this chapter show you how to write an observation report. Remember to choose words that show readers exactly what you observe.

- Sample Observation Report
- Writing Guidelines: Observation Report
- Sample Science Observation Report

Example - Format of Report for Teacher or Principal

To,
Mr Lim Seng Yee,
Teacher-in-charge
English Language Society,
La Salle Secondary School,
Peta Jaya.

A Report on the Trip to Muar

Reported by,
S Hoe Teng
(SU MENG TEE)
Secretary,
Nature Club Society
A sample of a report writing for a school magazine

National Day Celebration

SMK Simpang Rengam held a grand National Day celebration on 31st August this year at Kluang Stadium. History Club, as the organiser had done a great job.

The celebration began with a march past by the school band. The boys in the band put on red uniform and a cap. They played beautiful music. Everyone applauded loudly when they entered the stadium and walked past the audiences.
"A terrible car accident, two killed"

A road accident occurred in front of Rajshahi Collegiate school, Rajshahi on Monday, February 15, 2014 at 4:00 p.m. I was walking along the footpath towards my home from my school/college at that time and the accident happened just beside me. The road beside the rail crossing was very crowded and people were rushing after office and college hours.
Top tips for report writing

- Use formal language
- Use the correct format and structure
- Keep to the facts
- Make sure your meaning is clear
- Use correct spelling, punctuation, and grammar
Reports must be .........................................................................................................................;
Red flags are ..............................................................................................................................
Does Planning come under thinking or inking?
What is a formal style?
What happens if a paragraph is too long?